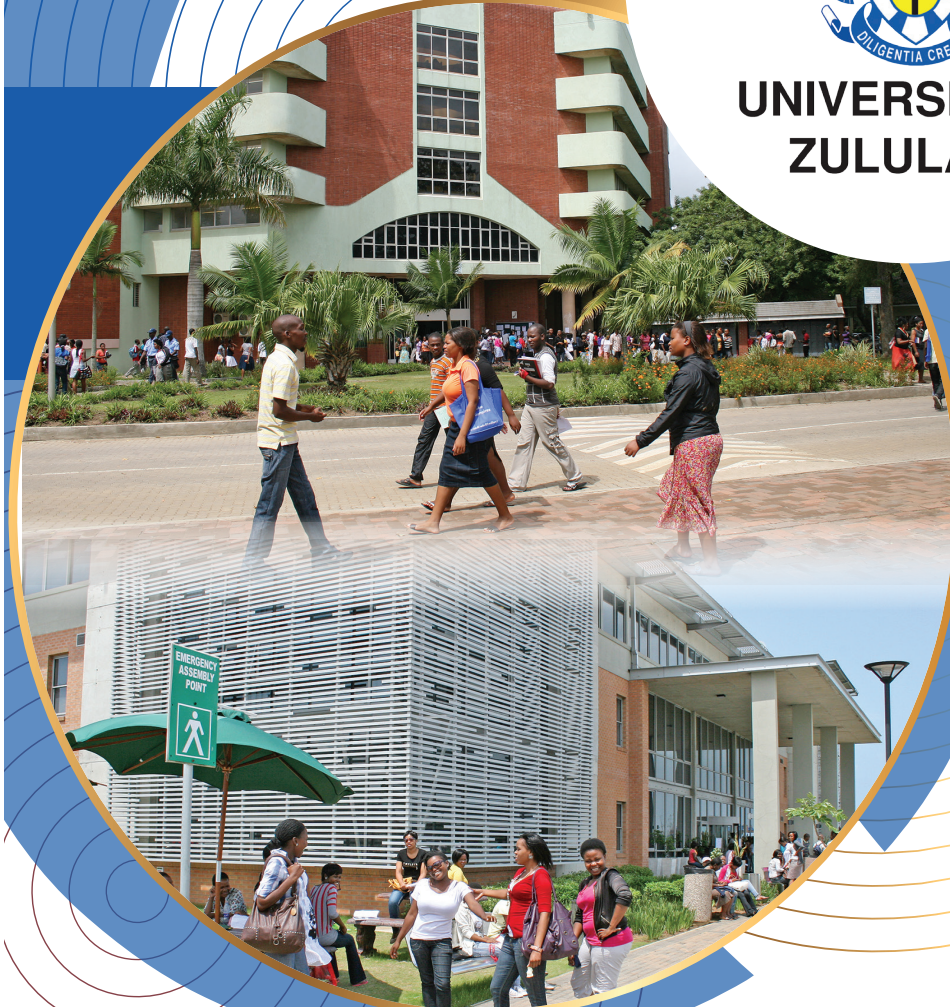




**UNIVERSITY OF
ZULULAND**



GENERAL CALENDAR 2021

2021
GENERAL CALENDAR

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APPENDICES

- Appendix 1: Policy & Procedures on Disciplinary Code-Students (VC P1)
Appendix 2: Policy & Procedures on Managing & Preventing Acts of Plagiarism (RI P5)

COAT OF ARMS



Heraldic Description

Arms:	Gyronny of twelve argent and azure, at nombril point, on a bezant, a pall sable.
Crest:	A fish eagle displayed, proper.
Wreath and Mantling:	Argent and azure.
Motto:	Diligentia Cresco

Symbolism

The coat of arms, the golden disc, divided into three symbolises the physical, intellectual and spiritual aspects of humankind. The blue and white rays represent the knowledge and learning radiated by the University. The black and red helmet is associated with courtesy while the fish eagle conveys the idea of alertness. The motto, by diligence we shall lead, serves as an inspiration to both students and staff members.

VISION

To be a leading comprehensive university providing quality education.

MISSION

To produce globally competitive graduates, relevant for the human capital needs of the country, research findings that help the country understand its past and develop its future and engage with wider society for the betterment of all.

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GENERAL INFORMATION

Location

The KwaDlangezwa Campus of the University of Zululand is situated about 142 km north of Durban and 19 km South of Empangeni off the N2 National Road on the KwaZulu-Natal North Coast. The nearest town is Empangeni.

The KwaDlangezwa campus is mainly residential with board and lodging facilities for 3 800 students.

Correspondence & Enquiries

Prospective students must note that all correspondence and enquiries are to be addressed to:

The Registrar,
University of Zululand,
Private Bag X1001,
KwaDlangezwa, 3886

Physical Address: KwaDlangezwa Campus

University of Zululand,
24 Main Road,
KwaDlangezwa

Richards Bay Campus

The Richards Bay Campus of the University of Zululand is situated about 172 km north of Durban, off the N2 national road on the KwaZulu-Natal North Coast.

Postal Address: Richards Bay Campus

Private Bag X1041,
Richards Bay,
3900

Physical Address: Richards Bay Campus

Corner of Guldengracht and East Central Arterial Roads,
Arboretum,
Richards Bay

Telephone Numbers: KwaDlangezwa Campus

Office of the Registrar:035 902 6434

After Hours

Warden:035 902 6678/6696/6693

Protective Services:035 902 6599/6479

GENERAL CALENDAR

COUNCIL**Council members appointed in terms of Section 18 of the Statute of the University of Zululand**

18(1)	(a)	Prof XA Mtose	Vice-Chancellor
	(b)	Prof SP Seepe	Deputy Vice-Chancellor: Institutional Support
		Vacant	Deputy Vice-Chancellor
	(c)	Prof NW Kunene	Senate Representative
		Prof MA Masoga	Senate Representative
	(d)	Dr L Calvino	Academic Employee Representative
	(e)	Ms A Nongogo	Administrative & Support Representative
	(f)	Mr N Ntshangase	SRC Administrator (Convenor)
		Mr WN Khumalo	SRC Administrator (Coordinator)
	(g)	Ms NP Caluza	Ministerial Appointee (Chairperson)
		Dr A Kaniki	Ministerial Appointee
		Prof N Makunga	Ministerial Appointee
		Ms M Mookapele	Ministerial Appointee
		Dr M Mabula	Ministerial Appointee
	(h)	Mr NL Nkwanyana	President Convocation
		Mr S Zwane	Convocation Representative
	(i)	Vacant	City of uMhlathuze Local Authority Representative
	(j)	Mr D Kunji-Behari	Donor Representative (Deputy Chairperson)
		Ms H Mvubu	Donor Representative
	(k)	Mr E Dube	Mkhwanazi Traditional Leaders Representative
	(l)	Prof L Greyling	Chairperson of the Institutional Forum
	(m)	Ms J Masite	Council Appointee: Expertise & Experience
		Mr M Booii	Council Appointee: Expertise & Experience
		Mr TC Madikane	Council Appointee: Expertise & Experience
		Vacant	Council Appointee: Expertise & Experience
		Ms C Mtebele	Council Appointee: Expertise & Experience

Council Secretary appointed by Council in terms of Section 16 of the Statute of the University of Zululand:

16(1)	Mr D. Mothilall	Interim Registrar & Secretary to Council
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OFFICE-BEARERS OF THE UNIVERSITY**Chancellor**

Deputy Chief Justice of RSA, Justice RMM Zondo, Bluris, (UNIZULU), LLB (Natal), LLM (Labor Law), LLM (Commercial Law), LLM (Patent Law) (UNISA)

Vice-Chancellor

Prof XA Mtose, BA (UFH), HDE (Primary) (UCT), BAHons (RU), MPhil (Higher Education) (US), PhD (Psychology) (UKZN)

Deputy Vice-Chancellor (Teaching & Learning)

Prof VS Nomlomo, JSTC (Cicirha College), BA, BEd (UNITRA), MEd (Sociolinguistics) (UCT), MPhil (General Linguistics & Second Language Studies) (USB), PhD (UWC)

Deputy Vice-Chancellor (Research & Innovation)

Prof MR Kgaphola, BScHons (Chemistry), PhD (Chemistry) (Leeds, UK), Cert (Financial Management) (UNISA)

Deputy Vice-Chancellor (Institutional Support)

Prof SP Seepe, Dip (Science & Ed) (NWU), BSc. Ed (Physics & Maths) (NWU), MSc (Physics) (WITS), MEd (Harvard), AdvProg (Management) (Henley Management College), PhD (Physics) (NWU)

Interim Registrar

Mr D Mothilall, BA (Law), LLB (UDW), LLM (UNISA), Attorney of the High Court of SA

Executive Director: Finance

Mr PJ Du Plessis, BCompt, BAccHons (UFS), CA (SA)

Executive Director: Human Resources

Mr RT Ngcobo, BAdmin (UNISA), Cert (Industrial Relations) (WITS), BComHons (HRM) (UKZN), (Strategic HRM) (UCT), PGDip (Company Direction) (GIMT Sunninghill), Cert (Essentials of Management Coaching) (USB)

Executive Director: Infrastructure

Mr ST Mncwango, BA, PGDip, BEdHons (UWC), MSc (Town & Regional Planning), MSc (Project Management), Certs (Construction Safety & Quality Management, Project Management, Construction Law & Contract Management, Construction Planning & Control) (WITS)

Executive Director: Institutional Planning

Mr NO Cele, SSTD, BPaed (UNIZULU), BEdHons, (UKZN), MSc (University of Eastern Illinois), MEd (Resources Dev. & Management), PGDip (HRM) (UKZN), MAdmin (Labour Relations) (UDW), Cert (Higher Education) (WITS)

Executive Director (Richards Bay Campus)

Dr MA Makhafola, BScHons (Manchester Polytechnic), MSc (The Manchester Metropolitan University), PhD (UP)

Dean: Faculty of Arts

Prof MA Masoga, BA, BAHons, MA (University of Natal), DPhil (UFS), MA (Musicology) (UNISA), PGDip (HE) (UKZN)

Dean: Faculty of CAL

Prof L Greyling, BCom, BComHons, MCom, DCom (RAU)

Interim Dean: Faculty of Education

Prof MSN Mabusela, BPaed, BEdHons (Vista), MEd (RAU), DEd (UNIZULU), Cert (Economics & Public Finance) PGDHET (UKZN)

Dean: Faculty of Science and Agriculture

Prof NW Kunene, BSc (Agriculture) (Swaziland), MSc (Agriculture) (University of Natal), PhD (Agriculture) (UKZN)

Dean of Students

Mr TS Hlasho, BCom (Vista), Exec Cert (Sports Management) (WITS), MPhil (NMMU)

GENERAL CALENDAR

TELEPHONE NUMBER: FACULTIES & DEPARTMENTS

Faculty of Arts

Name	Department	e-mail	Telephone
Prof MA Masoga	Dean	MasogaM@unizulu.ac.za	035-902-3044 035-902-6087
Dr MZ Shamase	Acting Deputy Dean: Teaching & Learning	ShamaseM@unizulu.ac.za	035-902-6360
Prof VG Jiyane	Acting Deputy Dean: Research & Internationalisation	JiyaneG@unizulu.ac.za	035-902-6325
Ms A Bikitsi	Secretary	BikitsiA@unizulu.ac.za	035-902-6087
Ms X Xothongo	Faculty Manager	XothongoX@unizulu.ac.za	035-902-6572
Ms B Mashiyane	Faculty Officer	MashiyaneB@unizulu.ac.za	035-902-6510
Dr IS Nojiyeza	HoD: Anthropology & Development Studies	Nojiyezal@unizulu.ac.za	035-902-6813
Dr K Naidoo	HoD: Communication Science	NaidooG@unizulu.ac.za	035-902-6164
Prof J Steyn	HoD: Criminal Justice	SteynJ@unizulu.ac.za	035-902-6976
Mr GT Marovatsanga	AHoD: Creative Arts	MarovatsangaG@unizulu.ac.za	035-902-6503
Dr BXS Ntombela	HoD: English	NtombelaB@unizulu.ac.za	035-902-6791
Dr EM Mncwango	HoD: General Linguistics & Modern Languages	MncwangoE@unizulu.ac.za	035-902-6057
Dr I Moyo	HoD: Geography	Moyol@unizulu.ac.za	035-902-6340
Dr SH Ntuli	AHoD: History	NtuliH@unizulu.ac.za	035-902-6364
Prof LZM Khumalo	HoD: African Languages & Culture	KhumaloLZ@unizulu.ac.za	035-902-6045
Dr DN Evans	HoD: Information Studies	EvansN@unizulu.ac.za	035-902-6169
Dr S Ndlovu	AHoD: Philosophy & Applied Ethics	NdlovuSl@unizulu.ac.za	035-902-6116
Dr T Adetiba	AHoD: Politics & International Studies	AdetibaT@unizulu.ac.za	035-902-6092
Mr VC Mathe	AHoD: Psychology	MatheV@unizulu.ac.za	035-902-6606
Prof AL Shokane	HoD: Social Work	ShokaneA@unizulu.ac.za	035-902-6660
Dr NG Tshabalala	HoD: Sociology	TshabalalaN@unizulu.ac.za	035-902-6671
Prof IO Ezeudujil	HoD: Recreation & Tourism	Ezeudujil@unizulu.ac.za	035-902-6986

Faculty of Commerce, Administration & Law (CAL)

Name	Department	e-mail	Telephone
Prof L Greyling	Dean	GreylingL@unizulu.ac.za	035-902-6590
Prof DD Tewari	Acting Deputy Dean: Teaching & Learning	TewariD@unizulu.ac.za	035-902-6173
Prof I Kaseeram	Acting Deputy Dean: Research & Internationalisation	KaseeramI@unizulu.ac.za	035-902-6425
Dr K Naidoo	HoD: Law	Naidooka@unizulu.ac.za	035-902-6213
Dr MF Vezi-Magigaba	AHoD: Business Management	MagigabaM@unizulu.ac.za	035-902-6121
Prof I Kaseeram	AHoD: Economics		035-902-6425
Prof L Livingstone	AHoD: Accounting and Auditing	LivingstoneL@unizulu.ac.za	035-902-6021
Dr N Jili	AHoD: Public Administration	JiliN@unizulu.ac.za	035-902-6615

GENERAL CALENDAR

Mr MV Ngobese	Director Law Clinic	NgobeseM@unizulu.ac.za	035-902-6454
Mr M Mpofo	Faculty Manager	MpofoM@unizulu.ac.za	035-902-6539

Faculty of Education

Name	Department	e-mail	Telephone
Prof MSN Mabusela	Interim Dean	MabuselaM@unizulu.ac.za	035-902-6347
Prof MM Nkoane	Acting Deputy Dean: Research & Internationalisation	NkoaneM@unizulu.ac.za	035 902 6682
Dr S Govender	Acting Deputy Dean: Teaching and Learning	GovenderSA@unizulu.ac.za	035-902-6350
Mrs P Mtotywa	Faculty Manager	MtotywaP@unizulu.ac.za	035-902-6023
Dr K Gazu	AHoD: Arts and Languages Education	GazuK@unizulu.ac.za	035-902-6843
Dr BT Gamede	AHoD: Social Science Education	GamedeB@unizulu.ac.za	035-902-6495
Dr HR Mhlongo	AHoD: Curriculum & Instructional Studies	MhlongoH@unizulu.ac.za	035-902-6205
Dr ECA Kok	AHoD: Early Childhood Education	KokE@unizulu.ac.za	035-902-6257
Dr IS Kapueja	AHoD: Educational Foundations and Management	KapuejaI@unizulu.ac.za	035-902-6249
Prof MM Hlongwane	HoD: Educational Psychology and Special Education	HlongwaneM@unizulu.ac.za	035-902-6341
Dr BG Ndawonde	AHoD: Mathematics, Science and Technology Education	NdawondeB@unizulu.ac.za	035-902-6453
Mr MM Mngomezulu	Coordinator and Head: Educational Professional Practice Unit	MngomezuluM@unizulu.ac.za	035-902-6218

Faculty of Science and Agriculture

Name	Department	e-mail	Telephone
Prof NW Kunene	Dean	KuneneN@unizulu.ac.za	035-902-6648
Dr P Mudali	Deputy Dean: Teaching & Learning	MudaliP@unizulu.ac.za	035-902-6846
Prof KC Lehloenya	Deputy Dean: Research & Internationalisation	Lehloenya@unizulu.ac.za	035-902-6264
Mrs M Poswa	Faculty Manager	Poswam@unizulu.ac.za	035-902-6306
Prof G Zharare	HoD: Agriculture	Zharareg@unizulu.ac.za	035-902-6097
Prof AK Basson	HoD: Biochemistry & Microbiology	BassonA@unizulu.ac.za	035-902-6093
Dr A van Biljon	AHoD: Biokinetics & Sport Science	Vanbiljona@unizulu.ac.za	035-902-6378
Prof H de Wet	HoD: Botany	DewetH@unizulu.ac.za	035-902-6189
Prof TE Motaung	HoD: Chemistry	MotaungT@unizulu.ac.za	035-902-6827
Prof MO Adigun	HoD: Computer Science	AdigunM@unizulu.ac.za	035-902-6189
Prof U Kolanisi	HoD: Consumer Sciences	KolanisiU@unizulu.ac.za	035-902-6003
Dr I Moyo	HoD: Geography & Environmental Science	Moyol@unizulu.ac.za	035-902-6340

GENERAL CALENDAR

Mr B Rawlins	AHoD: Hydrology	Rawlinsb@unizulu.ac.za	035-902-6419
Dr M Matadi	HoD: Mathematical Sciences	Matadim@unizulu.ac.za	035-902-6325
Prof J Kerr	AHoD: Nursing Science	KerrJ@unizulu.ac.za	035-902-6520
Dr TP Jili	HoD: Physics and Engineering	JiliP@unizulu.ac.za	035-902-6559
Mrs N Morojele-Mathibedi	AHoD: Science Access	Morojelen@unizulu.ac.za	035-902-6868
Prof L Vivier	HoD: Zoology	VivierL@unizulu.ac.za	035-902-6741

Telephone Numbers: Other Sections/Units/Centres

Admissions	035-902-6051
Assessment Management	035-902-6279
Bookshop	035-902-6103
Buying & Stores	035-902-6174
Centre for Sustainable Rural Development	035-902-3044
Communications & Marketing	035-902-6668
Enrolment Management	035-902-6177
Finance	035-902-6298
Fleet Management	035-902-6723
Governance & Secretariat	035-902-6289
Guidance & Counselling	035-902-6342
Legal Aid	035-902-6454
Library	035-902-6463
Postal Services	035-902-6579
Printing Centre	035-902-6586
Quality Assurance	035-902-6644
Risk Management	035-902-6842
Student Administration	035-902-6674
Student Housing	035-902-6179/6626
Teaching & Learning Centre	035-902-6074

Telephone Numbers: Executive Offices

Vice-Chancellor	035-902-6634
Deputy Vice-Chancellor: Teaching & Learning	035-902-6336
Deputy Vice-Chancellor: Research & Innovation	035-902-6355
Deputy Vice-Chancellor: Institutional Support	035-902-6110
Registrar	035-902-6632
Finance	035-902-6630
Human Resources	035-902-6401
Infrastructure	035-902-6283
Institutional Planning	035-902-6541

Contact Details: Richards Bay Campus

Executive Director	035-902-6920
Secretary/PA	035-902-6921
Reception	035-902-6950
Administration	035-902-6958/6960
Admissions	035-902-6923
Student Admin	035-902-6924/6977
Examinations	035-902-6922
Library	035-902-6918
Protective Services	035-902-6940/6955/6970
Clinic	035-902-6956/6908
ICT	035-902-6912
Finance	035-902-6954

GENERAL CALENDAR

HONORARY DEGREES

1976	LLD	The Honourable Mntwana MG Buthelezi
	DLitt	Professor CLS Nyembezi
1980	DCom	Professor SB Ngcobo
	DPhil	Bishop AH Zulu
1986	DPhil	Rev EZ Sikhakhane
1988	LLD	Professor NJJ Olivier
1989	DPhil	Dr SG Marzullo
1990	DPhil	Dr JL Dube (posthumously)
	DEd	Dr JAW Nxumalo
1992	DPhil	Professor C Searle
1993	LLD	Professor JD van der Vyver
1994	DPhil	His Majesty King Zwelithini Zulu
1995	DEd	Professor AC Nkabinde
	DTh	Professor GC Oosthuizen
	LLD	Deputy President Dr FW de Klerk
1996	DPhil	Professor S Kupe
	LLD	Professor NE Wiehahn
	DEd	Professor HB Kruger
1997	DEd	Dr ISF Kubeka
	LLD	Justice EM Tshabalala
	LLD	Justice PS Langa
	DPhil	Dr IF Garland
1998	LLD	President of the Republic of South Africa, Dr NR Mandela
	DPhil	Premier of KwaZulu-Natal, Dr BS Ngubane
	DTh	Chairman of the Truth and Reconciliation Commission, Dr KEM Mgojo
1999	DSc	Dr MV Gumede (posthumously)
	LLD	Dr FT Mdlalose
2000	DTh	Rev Fr Bishop MD Biyase
2001	DPhil	Dr JSM Khumalo
	DPhil	Dr ETZS Mthiyane
	DLitt	Dr DB Ntuli
	DPhil	Mntwana Princess Magogo C Buthelezi KaDinuzulu (posthumously)
	DEd	Dr JL van der Walt
	MA	Rev HB du Toit
	DPhil	Dr TME Nene
	DPhil	Dr BJ Shabalala
	LLD	Dr JAM Luthuli
	DAdmin	Deputy President of the Republic of South Africa, Dr JG Zuma
2002	DEd	Premier of KwaZulu-Natal, Dr LPHM Mtshali
	DPhil	Dr RS Khumalo
2004	DPhil	Dr I Khoza
2005	DAdmin	Premier of KwaZulu-Natal, Dr JS Ndebele
2006	DSc	Dr P O'Brien
2013	DLitt	Dr S Khumalo
2018	DPhil	His Majesty King Zwelithini Zulu
2020	DNurs	Professor B Bhengu
	PhD (Community Psychology)	Dr MTN Motsei
	PhD (Social Work)	Dr C Kananda
	PhD (Development Studies)	Dr L Mkhize
	DCom	Dr PJ Lehohla
	PhD (Communication Science)	Dr S Phillips

GENERAL CALENDAR

EMERITUS PROFESSORSHIPS

1982	Professor GJ Ackerman Professor CFB Nel Professor AM Nzimande
1985	Professor AJ Antonites Professor JP van der Walt
1988	Professor PA Duminy Professor LH Badenhorst
1991	Professor A Nel
1992	Professor AJ Vos Professor PS Joubert
1995	Professor ES Mchunu
1997	Professor JGJ Visser
1998	Professor MC Kitshoff
1999	Professor MG Erasmus Professor B Spoelstra Professor GJC van Wyk
2007	Professor SD Edwards
2008	Professor LM Magi
2011	Professor GA Kolawole
2012	Professor TG Djarova-Daniels
2012	Professor BA Kelbe
2015	Professor AR Opoku
2016	Professor RM Klopper

CURRENT RESEARCH FELLOWS AND ASSOCIATES OF THE UNIVERSITY OF ZULULAND**Faculty of Arts**

Britz, JJ	Information Studies
Edwards, DJ	Psychology
Edwards, SD	Psychology
Klopper, RM	Communication Science
Lekane, GM	History
Louw, P	English
Ponelis, S	Information Studies (Research Associate)
Spruyt, MM	General Linguistics and Modern Languages
Mostert, J	Information Studies
Kalusopa, T	Information Studies
Odede, IR	Information Studies

Faculty of CAL

Ayandibu, A	Business Management
Ilesanmi, KD	Economics
Mazorodze, BT	Economics

Faculty of Science and Agriculture

Beesham, A	Mathematics
Djarova-Daniels, TG	Biochemistry & Microbiology
Harris, S	Zoology
Jury, MR	Geography
Kelbe, BE	Hydrology
Khan, MD	Chemistry

GENERAL CALENDAR

Kolawole, GA	Chemistry
Malik, MA	Chemistry
Mlowe, S	Chemistry
Mochane, MJ	Chemistry
Muroyiwa, B	Agriculture
Opoku, A	Biochemistry & Microbiology
Oyinlove, BE	Biochemistry & Microbiology
Simonis, JJ	Hydrology
Singh, V	Mathematics
Taylor, R	Hydrology
Weerts, S	Zoology (Research Associate)
A De Fortier	Zoology (Teaching Associate)

ADJUNCT PROFESSORS/ASSOCIATE PROFESSORS**Faculty of CAL**

Botha, I	Economics
Govender, K	Business Management
Magee, G	Economics
Muller, KD	Law
Pillay, P	Public Admin
Rishi, P	Public Admin

Faculty of Science & Agriculture

Louw, J	Biochemistry & Microbiology
Muller, C	Biochemistry & Microbiology
Theron, W	Consumer Science

2021
GENERAL CALENDAR

JANUARY

Fri	1		PUBLIC HOLIDAY (New Year's Day)
Sat	2		
Sun	3		
Mon	4	(i)	UNIVERSITY RE-OPENS
		(ii)	Administration Offices & Library Open
Tues	5		Start of Completion of the Individual Performance Agreements
Wed	6		
Thurs	7		Last Day to Submit Annual Divisional Reports into the 2020 Annual Report
Fri	8		
Sat	9		
Sun	10		
Mon	11		Meeting: EXCO 08:30
Tues	12		Call for Applications (Academic Staff Promotions)
Wed	13		
Thurs	14		Closure Agenda: Planning Committee 25/01
Fri	15		Closure Agenda: Student Services Committee 26/01
Sat	16		
Sun	17		
Mon	18	(i)	START OF 2020 SEMESTER II EXAMINATIONS
		(ii)	Closure Agenda: Transformation & Social Inclusion Committee 27/01
Tues	19		
Wed	20		
Thurs	21	(i)	Last Day for Application of Undergraduate Programmes
		(ii)	Last Day for Application of Returning Gap-Year Postgraduate Students (Honours & Master's Coursework)
Fri	22		Closure Agenda: Investment Management Committee 01/02
Sat	23		
Sun	24		
Mon	25		Meeting: Planning Committee 08:30
Tues	26		Meeting: Students Services Committee 08:30
Wed	27		Meeting: Transformation & Social Inclusion Committee 08:30
Thurs	28	(i)	Closure Agenda: Management Committee (MANCO) 08/02
		(ii)	Closure Agenda: Institutional Risk Management (IRMC) 08/02
Fri	29		Closure Agenda: Admissions Committee 09/02
Sat	30		
Sun	31		

GENERAL CALENDAR

FEBRUARY

Mon	1		Meeting: Investment Management Committee 08:30
Tues	2	(i)	Last Day for Postgraduate Students to Submit Manuscript for Assessment
		(ii)	Start of Professional Practice School based Orientation - 2020 Completion (BEd III FP, IP & FET)
		(iii)	Start of Professional Practice School based Orientation – 2020 Completion (PGCE SP FET & FET)
Wed	3	(i)	Meeting: Wellness Campaign 09:00
		(ii)	End of Professional Practice School based Orientation - 2020 Completion (BEd III FP, IP & FET)
		(iii)	End of Professional Practice School based Orientation – 2020 Completion (PGCE SP FET & FET)
Thurs	4		
Fri	5	(i)	END OF 2020 SEMESTER II EXAMINATIONS
		(ii)	CLOSURE OF RESIDENCES FOR STUDENTS
Sat	6		
Sun	7		
Mon	8	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: IRMC 12:00
		(iii)	Start of School based Teaching in Placement Clusters (All BEd III Class of 2020)
		(iv)	Start of School based Teaching in Placement Clusters (PGCE SP FET & FET)
Tues	9		Meeting: Admissions Committee 08:30
Wed	10	(i)	Last Day for Processing/Capturing of Marks (2020 Semester II Examinations)
		(ii)	Closure Agenda: EXCO 18/02
Thurs	11	(i)	Closure Agenda: Registration Committee 19/02
		(ii)	Closure Agenda: Timetable Committee 22/02
Fri	12	(i)	Meeting: Faculty Examinations Committee 08:30
		(ii)	Closure Agenda: HIV/AIDS Committee 23/02
Sat	13		
Sun	14		
Mon	15		Publication of Results (2020 Semester II Examinations)
Tues	16		
Wed	17	(i)	Start of 2020 Semester II Aegrotat/Re-examinations & Postgraduate Examinations
		(ii)	World Day of Social Justice
Thurs	18		Meeting: EXCO 08:30
Fri	19	(i)	Meeting: Registration Committee 08:30
		(ii)	Closure Agenda: MANCO 01/03
		(iii)	Closure Agenda: MANCO & SRC 01/03
		(iv)	Closure Agenda: Investment Management Committee 02/03
		(v)	End of School based Teaching in Placement Clusters (All BEd III Class of 2020)
		(vi)	End of School based Teaching in Placement Clusters (PGCE SP FET & FET)
Sat	20		
Sun	21		
Mon	22		Meeting: Timetable Committee 08:30
Tues	23		Meeting: HIV/AIDS Committee 08:30
Wed	24	(i)	Start of Converting Conditional Offer to Firm Offers/Walk-in Offers
		(ii)	Start of School based Orientation (BEd II IP)
		(iii)	Start of Residence based Schooling (BEd II FET)
		(iv)	Start of School based Orientation (BEd III FP)
		(v)	Start of School based Orientation (BEd III IP, FET)
		(vi)	Start of School based Orientation (BEd IV FP)
		(vii)	Start of School based Orientation (BEd IV IP, FET)
		(viii)	Start of School based Orientation (PGCE SP FET & FET)
		(ix)	Start of School based Orientation (BEd II FP)
Thurs	25	(i)	End of School based Orientation (BEd II IP)
		(ii)	End of Residence based Schooling (BEd II FET)

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		(iii)	End of School based Orientation (BEd III FP)
		(iv)	End of School based Orientation (BEd III IP, FET)
		(v)	End of School based Orientation (BEd IV FP)
		(vi)	End of School based Orientation (BEd IV IP, FET)
		(vii)	End of School based Orientation (PGCE SP FET & FET)
		(viii)	End of School based Orientation (BEd II FP)
Fri	26	(i)	End of 2020 Semester II Aegrotat/Re-examinations & Postgraduate Examinations
		(ii)	End of Conversion of Conditional Offers to Firm Offers/Walk-in Offers
Sat	27		
Sun	28		

GENERAL CALENDAR

MARCH

Mon	1	(i)	Start of 2021 Registration for First Time Entering Students (FTENS)
		(ii)	Meeting: MANCO 08:30
		(iii)	Meeting: MANCO & SRC 12:00
		(iv)	KBZ and Registration Desk – ASTAPRE Process for Home Residence Placement for January 2021 (BEed I)
Tues	2	(i)	Closure of Applications for Special Examinations
		(ii)	Meeting: Investment Management Committee 08:30
Wed	3	(i)	Last Day for Processing Marks (2020 Aegrotat/Re-examinations & Postgraduate Examinations)
		(ii)	Closure Agendas: Human Resources Committee of Council (HRCC) & Planning & Infrastructure Committee of Council (PICC) 15/03 & 16/03
		(iii)	Closure Agendas: Finance Committee of Council (FCC) & Audit & Risk Committee of Council (ARCC) 17/03 & 18/03
Thurs	4	(i)	Start of 2020 Special Examinations
		(ii)	Meeting: Faculty Examinations Committee 08:30
		(iii)	END OF 2020 ACADEMIC YEAR
		(iv)	Inaugural Lecture 11:30 – 14:00
		(v)	Maths & Science Teacher's Seminar
Fri	5	(i)	End of 2021 Registration for FTENS
		(ii)	End of 2020 Special Examinations
		(iii)	Publication of Results (2020 Re-examinations/Supplementary Results)
		(iv)	Closure Agendas: Faculty Board of Science & Agriculture, Faculty Board of Education, Faculty Board of CAL & Faculty Board of Arts 15/03, 16/03, 17/03 & 18/03
		(v)	Maths & Science Teacher's Seminar
Sat	6		
Sun	7		
Mon	8	(i)	Start of 2021 Registration for Returning and Postgraduate Students
		(ii)	Start of Orientation for FTENS
		(iii)	Gender Forum
Tues	9	(i)	Last Day for Capturing Marks (2020 Special Examinations)
		(ii)	Closure Agenda: EXCO 19/03
Wed	10	(i)	Meeting: Faculty Examinations Committee 08:30
		(ii)	International Women's Day
		(iii)	Start of PGCE Part I Wednesday - Residence based Schooling (PGCE SP FET & FET)
Thurs	11		Publication of Results (2020 Special Examinations)
Fri	12	(i)	End of 2021 Registration for Returning and Postgraduate Students
		(ii)	End of Orientation for FTENS
Sat	13		
Sun	14		
Mon	15	(i)	START OF LECTURES (2021 Semester I Term I)
		(ii)	Meeting: HRCC 09:00
		(iii)	Meeting: Faculty Board of Science and Agriculture 13:35
Tues	16	(i)	Meeting: PICC 09:00
		(ii)	Meeting: Faculty Board of Education 13:35
Wed	17	(i)	Meeting: FCC 09:00
		(ii)	Meeting: Faculty Board of CAL 13:35
		(iii)	PGCE Part I Wednesday – Continuation of Residence based Schooling (PGCE SP FET & FET)
Thurs	18	(i)	Meeting: ARCC 09:00
		(ii)	Meeting: Faculty Board of Arts 13:35
Fri	19	(i)	Meeting: EXCO 08:30
		(ii)	Closure Agenda: Higher Degrees Committee 29/03
		(iii)	Closure Agenda: Teaching & Learning Committee (TLC) 31/03
		(iv)	Closure Agenda: Community Engagement 01/04

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GENERAL CALENDAR

	(v)	Closure Agenda: Quality Assurance Academic Development Committee (QAADC) 01/04
	(vi)	Closure Agenda: MANCO 08/04
	(vii)	Closure Agenda: COUNEX & COUNCIL 30/03
Sat	20	
Sun	21	PUBLIC HOLIDAY (Human Rights Day)
Mon	22	PUBLIC HOLIDAY
Tues	23	Start of 2021 Semester I Modification of Undergraduate Modules
Wed	24	PGCE Part I Wednesday – Continuation of Residence based Schooling (PGCE SP FET & FET)
Thurs	25	Start of Residence School based Schooling (BEd IV IP & FET)
Fri	26	(i) End of Completion of the Individual Performance Agreements (ii) End of 2021 Semester I Modification of Undergraduate Modules
Sat	27	
Sun	28	
Mon	29	Meeting: Higher Degrees Committee 08:30
Tues	30	(i) END OF LECTURES (ii) Meeting: COUNEX & COUNCIL 09:00 & 11:00 (iii) Closure Agenda: Research Ethics Committee 07/04 (iv) Closure Agenda: Innovation Committee 08/04
Wed	31	(i) START OF STUDENTS RECESS (ii) Meeting: TLC 08:30 (iii) Closure: Call for Applications (Academic Staff Promotions) (iv) End of PGCE Part I Wednesday Residence based Schooling (PGCE SP FET & FET) (v) End of Residence based Schooling (BEd IV IP, FET)

GENERAL CALENDAR

APRIL

Thurs	1	(i)	Meeting: QAADC 08:30
		(ii)	Meeting: Community Engagement Committee 13:35
		(iii)	Closure Agenda: Library Committee 14/04
		(iv)	Closure Agenda: Transformation & Social Inclusion Committee 14/04
		(v)	Closure Agenda: SENEX 12/04
Fri	2		PUBLIC HOLIDAY (Good Friday)
Sat	3		
Sun	4		
Mon	5		PUBLIC HOLIDAY (Family Day)
Tues	6	(i)	END OF STUDENTS RECESS
		(ii)	Meeting: MANCO 08:30
Wed	7	(i)	START OF LECTURES (Continuation of 2021 Term I)
		(ii)	Meeting: Research Ethics Committee 08:30
		(iii)	Closure Agenda: IF 16/04
Thurs	8	(i)	Meeting: Innovation Committee 08:30
		(ii)	Closure Agenda: Bursary/Financial Aid Committee 19/04
Fri	9	(i)	Closure Agenda: Research Committee 20/04
		(ii)	Closure Agenda: EXCO 21/04
Sat	10		
Sun	11		
Mon	12	(i)	Meeting: SENEX 08:30
		(ii)	Closure Agenda: Senate 22/04
Tues	13	(i)	Beyers Naude Memorial Lecture
		(ii)	Start of University & School Supervised Teaching – Residence based Schooling (BED IV IP, FET)
		(iii)	Start of Observation & Introductory Teaching – Residence based Schooling Block (PGCE SP FET & FET)
Wed	14	(i)	Meeting: Transformation & Social Inclusion Committee 08:30
		(ii)	Meeting: Library Committee 13:35
Thurs	15		Closure Agenda: Faculty Board of Education, Faculty Board of Arts, Faculty Board of Science & Agriculture & Faculty Board of CAL 28/04, 03/05 & 04/05 & 05/05
Fri	16		Meeting: IF 08:30
Sat	17		
Sun	18		
Mon	19		Meeting: Bursary/Financial Aid Committee 08:30
Tues	20		Meeting: Research Committee 08:30
Wed	21		Meeting: EXCO 08:30
Thurs	22		Meeting: Senate 08:30
Fri	23	(i)	END OF LECTURES
		(ii)	Closure Agenda: MANCO 06/05
		(iii)	Closure Agenda: IRMC 06/05
		(iv)	End of Observation & Introductory Teaching – Residence based Schooling Block (PGCE SP FET & FET)
Sat	24		
Sun	25		
Mon	26		UNIVERSITY HOLIDAY
Tues	27		PUBLIC HOLIDAY (Freedom Day)
Wed	28	(i)	START OF LECTURES (2021 Semester I Term II)
		(ii)	Meeting: Faculty Board of Education 13:35
		(iii)	First Things First Campaign
		(iv)	PGCE Part II Wednesday - Start of Residence based Schooling
Thurs	29		Closure Agenda: Investment Management Committee 07/05
Fri	30	(i)	Meeting: Faculty Promotions Committee (FPC) 08:30
		(ii)	Call for Nominations – Honorary Degrees
		(iii)	Closure Agenda: Rules Committee 10/05

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(iv) **Closure Agenda:** Student Services Committee 12/05

GENERAL CALENDAR

MAY

Sat	1		PUBLIC HOLIDAY (Workers' Day)
Sun	2		
Mon	3	(i)	Meeting: Faculty Board of Arts 13:35
		(ii)	Start of Supervision by UNIZULU and Temporary Staff at Schools (BEd IV IP, FET)
Tues	4	(i)	Closure Agenda: HIV/AIDS 13/05
		(ii)	Meeting: Faculty Board of Science & Agriculture 13:35
Wed	5	(i)	Meeting: Faculty Board of CAL 13:35
		(ii)	PGCE Part II Wednesday – Continuation of Residence based Schooling
Thurs	6	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: IRMC 12:00
Fri	7	(i)	Meeting: Investment Management Committee 08:30
		(ii)	Closure Agendas: HRCC & PICC 17/05 & 18/05
		(iii)	Closure Agendas: FCC & ARCC 19/05 & 20/05
Sat	8		
Sun	9		
Mon	10		Meeting: Rules Committee 08:30
Tues	11	(i)	Deadline to Submit Research Output Report to DHET
		(ii)	Inaugural Lecture 11:30 – 14:00
		(iii)	Closure Agenda: EXCO 21/05
Wed	12	(i)	Meeting: Student Services Committee 08:30
		(ii)	Closure Agenda: Community Engagement Committee 25/05
		(iii)	Closure Agenda: Library Committee 25/05
		(iv)	PGCE Part II Wednesday – Continuation of Residence based Schooling
Thurs	13	(i)	Meeting: HIV/AIDS 08:30
		(ii)	Closure Agenda: Higher Degrees Committee 26/05
Fri	14		Closure Agendas: TLC & QAADC 27/05 & 28/05
Sat	15		
Sun	16		
Mon	17		Meeting: HRCC 09:00
Tues	18		Meeting: PICC 09:00
Wed	19	(i)	Meeting: FCC 09:00
		(ii)	PGCE Part II Wednesday – Continuation of Residence based Schooling
Thurs	20		Meeting: ARCC 09:00
Fri	21	(i)	Meeting: EXCO 08:30
		(ii)	World Day for Cultural Diversity (Dialogue & Development)
		(iii)	Closure Agenda: Timetable Committee 31/05
Sat	22		
Sun	23		
Mon	24	(i)	Closure Agenda: MANCO 01/06
		(ii)	Closure Agenda: MANCO & SRC 01/06
Tues	25	(i)	Meeting: Community Engagement 08:30
		(ii)	Meeting: Library Committee 13:35
Wed	26	(i)	Meeting: Higher Degrees Committee 08:30
		(ii)	Closure Agenda: Research Ethics Committee 03/06
		(iii)	End of PGCE Part II Wednesday Residence based Schooling
Thurs	27	(i)	Meeting: TLC 08:30
		(ii)	Closure Agenda: Innovation Committee 04/06
		(iii)	Open Day for Learners
Fri	28	(i)	Deadline to Submit Student Enrolment Plan to DHET
		(ii)	Meeting: QAADC 08:30
		(iii)	Closure Agenda: Investment Management Committee 07/06
		(iv)	End of Supervision by UNIZULU and Temporary Staff at Schools (BEd IV IP & FET)
		(v)	Open Day for Learners
Sat	29		
Sun	30		

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GENERAL CALENDAR

Mon	31	(i)	Meeting: Examination Committees for Postgraduate Students 08:30
		(ii)	Meeting: Timetable Committee 13:35
		(iii)	Publication of Provisional Graduation List for Undergraduates
		(iv)	Last Day for Finalisation of FPC Process
		(v)	Start of Selection of New Applications for 2022
		(vi)	Closure Agenda: Academic Promotions Committee (APC) 07/06
		(vii)	Closure Agenda: SENEX 08/06
		(viii)	End of Registration for Master's & Doctoral Studies by Research

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GENERAL CALENDAR

JUNE

Tues	1	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: MANCO & SRC 12:00
		(iii)	Closure Inclusion in the Graduation List
Wed	2		Closure Agenda: IF 10/06
Thurs	3	(i)	Meeting: Wellness Committee 09:00
		(ii)	Meeting: Research Ethics Committee 08:30
Fri	4	(i)	Closure Agenda: SENEX (Finalisation of Graduation List) 09/06
		(ii)	Meeting: Employee Consultative Forum 09:00
		(iii)	Meeting: Innovation Committee 08:30
		(iv)	Closure Agenda: Research Committee 14/06
Sat	5		
Sun	6		
Mon	7	(i)	Last Day for Entering DP Marks
		(ii)	Meeting: APC 08:30
		(iii)	Meeting: Investment Management Committee 08:30
		(iv)	Closure Agenda: EXCO 15/06
Tues	8		Special Meeting: SENEX (Finalisation of Graduation List) 08:30
Wed	9	(i)	Publication of the FINAL Graduation List (All Faculties)
		(ii)	Meeting: SENEX 08:30
		(iii)	Closure Agenda: Senate 17/06
Thurs	10	(i)	Publication of DP Marks
		(ii)	Meeting: IF 08:30
Fri	11		END OF LECTURES
Sat	12		
Sun	13		
Mon	14	(i)	START OF 2021 SEMESTER I EXAMINATIONS
		(ii)	Meeting: Research Committee 08:30
Tues	15		
Wed	16		PUBLIC HOLIDAY (Youth Day)
Thurs	17	(i)	Meeting: Senate 08:30
		(ii)	Closure Agenda: MANCO 01/07
Fri	18		
Sat	19		
Sun	20		
Mon	21	(i)	Special Meetings: FCC & ARCC 09:00 & 11:00
		(ii)	Closure Agenda: COUNEX & COUNCIL 29/06
Tues	22		
Wed	23		
Thurs	24		
Fri	25	(i)	Gender Forum
		(ii)	End of University and School Supervised Teaching (BEd IV IP & FET)
Sat	26		
Sun	27		
Mon	28		
Tues	29	(i)	Meeting: COUNEX & COUNCIL 09:00 & 11:00
		(ii)	Men's Health Day
Wed	30	(i)	Closure Nominations for Honorary Degrees
		(ii)	Closure Agenda: Honorary Degrees Committee (Consideration of eligibility of individual nominations) 15/07
		(iii)	Last Day to Submit the 2020 Annual Report to DHET
		(iv)	50% of student's fees to have been paid

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GENERAL CALENDAR

JULY

Thurs	1	(i)	Meeting: MANCO 08:30		
		(ii)	Start of Mid-Year Performance Management Review		
		(iii)	Closure Agenda: Planning Committee 14/07		
		(iv)	Closure Agenda: Investment Management Committee 16/07		
Fri	2	(i)	END OF 2021 SEMESTER I EXAMINATIONS		
		(ii)	CLOSURE OF RESIDENCES TO STUDENTS		
		(iii)	Closure Agendas: Faculty Board of CAL, Faculty Board of Arts, Faculty Board of Science & Agriculture, Faculty Board of Education 26/07, 27/07, 28/07 & 29/07		
		(iv)	Closure Agenda: Timetable Committee 20/07		
		(v)	Closure Agenda: Rules Committee 21/07		
Sat	3				
Sun	4				
Mon	5		GRADUATION CEREMONY	(a)	Morning Session: Arts
				(b)	Afternoon Session: Arts
Tues	6		GRADUATION CEREMONY	(a)	Morning Session: Arts
				(b)	Afternoon Session: CAL
Wed	7		GRADUATION CEREMONY	(a)	Morning Session: CAL
				(b)	Afternoon Session: Education
Thurs	8	(i)	GRADUATION CEREMONY	(a)	Morning Session: Education
				(b)	Afternoon Session: Education
		(ii)	Last Day for Processing/Capturing of Marks (2021 Semester I Examinations)		
Fri	9		GRADUATION CEREMONY	(a)	Morning Session: Sci & Agric
				(b)	Afternoon Session: Sci & Agric
Sat	10				
Sun	11				
Mon	12		Meeting: Faculty Examinations Committee 08:30		
Tues	13				
Wed	14	(i)	Publication of Results (2021 Semester I Examinations)		
		(ii)	Meeting: Planning Committee 08:30		
Thurs	15	(i)	Last Day for Finalisation of APC Process		
		(ii)	Meeting: Honorary Degrees Committee 08:30		
		(iii)	Start of Residence based Schooling (BEd IV FP)		
Fri	16		Meeting: Investment Management Committee 08:30		
Sat	17				
Sun	18				
Mon	19	(i)	Meeting: EXCO 08:30		
		(ii)	Closure Agenda: MANCO 02/08		
		(iii)	Closure Agenda: IRMC 02/08		
Tues	20		Meeting: Timetable Committee 08:30		
Wed	21		Meeting: Rules Committee 08:30		
Thurs	22	(i)	Closure Agenda: Academic Promotions Review Committee (APRC) 30/07		
		(ii)	HeforShe Dialogue		
Fri	23		END OF TEACHING RECESS		
Sat	24				
Sun	25				
Mon	26	(i)	START OF LECTURES (2021 Semester II Term I)		
		(ii)	Start of 2021 Semester I Aegrotat/Re-examinations & Postgraduate Examinations		
		(iii)	Start of 2021 Semester II Registration for Returning Students		
		(iv)	Meeting: Faculty Board of CAL 13:35		
		(v)	Closure Agenda: HRCC 04/08		
Tues	27		Meeting: Faculty Board of Arts 13:35		
Wed	28	(i)	End of 2021 Semester II Registration for Returning Students		
		(ii)	Meeting: Faculty Board of Science & Agriculture 13:35		
Thurs	29	(i)	Start of 2021 Semester II Modification of Undergraduate Modules & Programmes		
		(ii)	Meeting: Faculty Board of Education 13:35		

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GENERAL CALENDAR

Fri	30	(i)	End of 2021 Semester II Modification of Undergraduate Modules & Programmes
		(ii)	Meeting: APRC 08:30
		(iii)	End of Mid-Year Performance Management Review
		(iv)	Closure Agenda: TLC 10/08
		(v)	Closure Agenda: QAADC 11/08
Sat	31		

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GENERAL CALENDAR

AUGUST

Sun	1		
Mon	2	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: IRMC 12:00
		(iii)	Closure Agenda: Higher Degrees Committee 12/08
		(iv)	Start of School based Teaching in Placement Clusters (BEd III FP)
		(vi)	Start of School based Teaching in Placement Clusters (BEd III IP & FET)
		(vii)	Start of Supervision by UNIZULU & Temporary Staff at Schools (BEd III & PGCE)
Tues	3		Closure Agenda: APAC 13/08
Wed	4	(i)	End of 2021 Semester I Aegrotat/Re-examination & Postgraduate Examinations
		(ii)	Meeting: HRCC 09:00
Thurs	5		Inaugural Lecture 11:30 – 14:00
Fri	6	(i)	Last Day for Processing/Capturing of Marks (2021 Semester I Aegrotat/Re-examinations & Postgraduate Examinations)
		(ii)	Meeting: Honorary Degrees Committee (Consideration of citations & voting) 08:30
		(iii)	Closure Agenda: Innovation Committee 16/08
		(iv)	Closure Agenda: PICC 17/08
		(v)	Closure Agenda: Student Services Committee 17/08
Sat	7		
Sun	8		
Mon	9		PUBLIC HOLIDAY (Women's Day)
Tues	10	(i)	Meeting: Faculty Examinations Committee 08:30
		(ii)	Meeting: TLC 08:30
		(iii)	Closure Agenda: Transformation & Social Inclusion Committee 18/08
		(iv)	Closure Agenda: Library Committee 18/08
		(v)	Closure Agenda: HIV/AIDS 19/08
		(vi)	Start of School based Observation (BEd II IP)
		(vii)	Start of School based Observation (BEd II FET)
		(viii)	Start of School based Observation (BEd II FP)
		(ix)	Start of Supervision by UNIZULU & Temporary Staff at Schools (BEd IV FP)
Wed	11		Meeting: QAADC 08:30
Thurs	12	(i)	Publication of Results (2021 Semester I Aegrotat/Re-examinations & Postgraduate Examinations)
		(ii)	Life Orientation Teacher's Workshop
		(iii)	Meeting: Higher Degrees Committee 08:30
		(iv)	Closure Agenda: Community Engagement Committee 23/08
Fri	13	(i)	Meeting: APAC 08:30
		(ii)	Life Orientation Teacher's Workshop
		(iii)	Women's Day Event
		(iv)	Closure Agenda: Research Ethics Committee 24/08
Sat	14		
Sun	15		
Mon	16	(i)	Women's Health Day
		(ii)	Meeting: Innovation Committee 08:30
		(iii)	Closure Agenda: EXCO 25/08
Tues	17	(i)	Meeting: PICC 09:00
		(ii)	Meeting: Student Services Committee 08:30
Wed	18	(i)	Meeting: Transformation & Social Inclusion Committee 08:30
		(ii)	Meeting: Library Committee 13:35
		(iii)	Closure Agenda: FCC & ARCC 26/08 & 31/08
Thurs	19	(i)	Meeting: HIV/AIDS Committee 08:30
		(ii)	Start of School based Orientation (BEd I FP)
		(iii)	Start of School based Orientation (BEd I IP)
		(iv)	Start of School based Orientation (BEd I SP & FET)
Fri	20	(i)	End of School based Orientation (BEd I FP)
		(ii)	End of School based Orientation (BEd I IP)

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		(iii)	End of School based Orientation (BEd I SP & FET)
Sat	21		
Sun	22		
Mon	23	(i)	Meeting: Community Engagement Committee 08:30
		(ii)	End of School based Observation (BEd II IP)
		(iii)	End of School based Observation (BEd II SP & FET)
		(iv)	Start of School based Observation (BEd I FP)
		(v)	Start of School based Observation (BEd I IP)
		(vi)	Start of School based Observation (BEd I SP & FET)
Tues	24	(i)	Meeting: Research Ethics Committee 08:30
		(ii)	Closure Agenda: Research Committee 01/09
Wed	25	(i)	Meeting: EXCO 08:30
		(ii)	Closure Agenda: MANCO 02/09
		(iii)	Closure Agenda: MANCO & SRC 02/09
Thurs	26		Meeting: FCC 09:00
Fri	27	(i)	Closure Agenda: Bursary/Financial Aid Committee 07/09
		(ii)	End of School based Observation (BEd I IP)
		(iii)	End of School based Observation (BEd I SP & FET)
Sat	28		
Sun	29		
Mon	30		Closure Agenda: Investment Management Committee 08/09
Tues	31	(i)	Meeting: ARCC 09:00
		(ii)	Last Day for Finalisation of APAC Process
		(iii)	End of Supervision by UNIZULU & Temporary Staff at Schools (BEd III & PGCE)

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GENERAL CALENDAR

SEPTEMBER

Wed	1	(i)	Meeting: Research Committee 08:30
		(ii)	Closure: Submission of Academic Structures
		(iii)	Closure Agenda: SENEX 09/09
		(iv)	Closure Agenda: IF 10/09
Thurs	2	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: MANCO & SRC 12:00
Fri	3	(i)	END OF LECTURES
		(ii)	Closure Agenda: Planning Committee 13/09
		(iii)	End of Supervision by UNIZULU & Temporary Staff at Schools (BEd IV FP)
		(iv)	End of School based Observation (BEd II FP)
Sat	4		
Sun	5		
Mon	6	(i)	START OF STUDENTS RECESS
		(ii)	Closure Agenda: EXCO 15/09
		(iii)	Submission of Matric Certificates
Tues	7		Meeting: Bursary/Financial Aid Committee 08:30
Wed	8		Meeting: Investment Management Committee 08:30
Thurs	9	(i)	Meeting: SENEX 08:30
		(ii)	Closure Agenda: Senate 20/09
		(iii)	International Day of Democracy
Fri	10	(i)	END OF STUDENTS RECESS
		(ii)	Meeting: IF 08:30
		(iii)	Closure Agendas: Faculty Board of Arts, Faculty Board of Science & Agriculture, Faculty Board of Education, Faculty Board of CAL 21/09, 22/09, 23/09 & 27/09
		(iv)	End of School based Teaching in Placement Clusters (BEd III IP & FET)
Sat	11		
Sun	12		
Mon	13	(i)	START OF LECTURES (2021 Semester II Term II)
		(ii)	Meeting: Planning Committee 08:30
Tues	14		Meeting: Employee Consultative Forum 09:00
Wed	15	(i)	Meeting: EXCO 08:30
		(ii)	Closure Agenda: MANCO 04/10
		(iii)	Closure Agenda: IRMC 04/10
Thurs	16		SRC ELECTIONS
Fri	17		
Sat	18		
Sun	19		
Mon	20	(i)	Meeting: Senate 08:30
		(ii)	Closure Agenda: COUNEX & COUNCIL 30/09
Tues	21		Meeting: Faculty of Arts 13:35
Wed	22		Meeting: Faculty Board of Science & Agriculture 13:35
Thurs	23	(i)	Meeting: Faculty Board of Education 13:35
		(ii)	End of Residence based Schooling (BEd IV FP)
		(iii)	End of School based Teaching in Placement Clusters (BEd III FP)
Fri	24		PUBLIC HOLIDAY (Heritage Day)
Sat	25		
Sun	26		
Mon	27		Meeting: Faculty Board of CAL 13:35
Tues	28	(i)	Closure Agenda: TLC 05/10
		(ii)	Closure Agenda: QAADC 07/10
Wed	29		Closure Agenda: Transformation & Social Inclusion Committee 08/10
Thurs	30	(i)	Meeting: COUNEX & COUNCIL 09:00 & 11:00
		(ii)	Submission of Successful Applicants (Academic Promotions) to HRCC for Approval
		(iii)	Gender Forum

2021
GENERAL CALENDAR

(iv) **Closure Agenda:** Higher Degrees Committee 11/10

2021
GENERAL CALENDAR

OCTOBER

Fri	1		Closure Agenda: Investment Management Committee 12/10
Sat	2		
Sun	3		
Mon	4	(i)	Meeting: MANCO 08:30
		(ii)	Meeting: IRMC 12:00
		(iii)	Closure Agenda: HRCC 13/10
Tues	5	(i)	Meeting: TLC 08:30
		(ii)	Closure Agenda: Innovation Committee 14/10
Wed	6		Inaugural Lecture 11:30 – 14:00
Thurs	7	(i)	Meeting: QAADC 08:30
		(ii)	Wellness Day
		(iii)	Closure Agenda: Community Engagement Committee 18/10
Fri	8		Meeting: Transformation & Social Inclusion Committee 08:30
Sat	9		
Sun	10		
Mon	11	(i)	Meeting: Higher Degrees Committee 08:30
		(ii)	Closure Agenda: EXCO 19/10
		(iii)	Closure Agenda: Research Ethics Committee 20/10
Tues	12	(i)	Meeting: Investment Management Committee 08:30
		(ii)	Closure Agenda: Library Committee 21/10
Wed	13		Meeting: HRCC 09:00
Thurs	14	(i)	Meeting: Innovation Committee 08:30
		(ii)	Meet Your Employer Day (BEd IV & PGCE)
Fri	15	(i)	Gender Based Violence Awareness Day
		(ii)	Closure Agenda: PICC 26/10
		(iii)	Closure Agenda: IF 29/10
Sat	16		
Sun	17		
Mon	18	(i)	Last Day for Entering DP Marks
		(ii)	Meeting: Community Engagement Committee 08:30
		(iii)	Closure Agenda: HIV/AIDS Committee 27/10
		(iv)	Class Representative Distribution of ASTAPRE Forms for 2022 (BEd II, III & IV)
Tues	19	(i)	Meeting: EXCO 08:30
		(ii)	Closure Agenda: MANCO 01/11
Wed	20	(i)	Meeting: Research Ethics Committee 08:30
		(ii)	Closure Agenda: Research Committee 28/11
Thurs	21	(i)	Publication of DP Marks
		(ii)	Meeting: Library Committee 13:35
Fri	22	(i)	END OF LECTURES
		(ii)	Closure Agenda: FCC & ARCC 02/11 & 03/11
Sat	23		
Sun	24		
Mon	25		START OF 2021 SEMESTER II EXAMINATIONS
Tues	26		Meeting: PICC 09:00
Wed	27		Meeting: HIV/AIDS Committee 08:30
Thurs	28	(i)	Meeting: Research Committee 08:30
		(ii)	Closure Agenda: SENEX 04/11
		(iii)	Closure: Submission of Handbooks for each Faculty to Senate
Fri	29		Meeting: IF 08:30
Sat	30		
Sun	31		

2021
GENERAL CALENDAR

NOVEMBER

Mon	1	(i)	Meeting: MANCO 08:30
		(ii)	Start of the Year-End Performance Management Review
Tues	2	(i)	Meeting: FCC 09:00
		(ii)	Gender Forum
Wed	3		Meeting: ARCC 09:00
Thurs	4	(i)	Meeting: Wellness Committee 09:00
		(ii)	Meeting: SENEX 08:30
		(iii)	Closure Agenda: Senate 15/11
Fri	5		Meeting: Wellness Champion 09:00
Sat	6		
Sun	7		
Mon	8		
Tues	9		
Wed	10		
Thurs	11		
Fri	12	(i)	END OF 2021 SEMESTER II EXAMINATIONS
		(ii)	START OF STUDENTS RECESS
		(iii)	CLOSURE OF RESIDENCES TO STUDENTS
Sat	13		
Sun	14		
Mon	15	(i)	Meeting: Senate 08:30
		(ii)	Closure Agenda: COUNEX & COUNCIL 25/11
Tues	16		
Wed	17		Last Day for Processing/Capturing of Marks (2021 Semester II Examinations)
Thurs	18		
Fri	19	(i)	Meeting: Faculty Examinations Committee 08:30
		(ii)	Deadline to Submit the Composition of Council, IF & SRC to DHET
		(iii)	Deadline to Submit the Report on SRC Elections to DHET
		(iv)	Deadline to Submit Applications for Residences during December Holidays
Sat	20		
Sun	21		
Mon	22		Closure Agenda: Bursary/Financial Aid Committee 30/11
Tues	23	(i)	Publication of Results (2021 Semester II Examinations)
		(ii)	Meeting: Employee Consultative Forum 09:00
Wed	24		
Thurs	25		Meeting: COUNEX & COUNCIL 09:00 & 11:00
Fri	26		
Sat	27		
Sun	28		
Mon	29		Start of 2021 Semester II Aegrotat/Re-examinations
Tues	30	(i)	Meeting: Bursary/Financial Aid Committee 08:30
		(ii)	Deadline to Submit Mid-year Performance Report to DHET
		(iii)	End of the 2021 Performance Management Review

2021
GENERAL CALENDAR

DECEMBER

Wed	1		World AIDS Day
Thurs	2		
Fri	3		Long Service Awards Ceremony
Sat	4		
Sun	5		
Mon	6		
Tues	7		
Wed	8		End of 2021 Semester II Aegrotat/Re-examinations
Thurs	9		
Fri	10		Last Day for Processing/Capturing of Marks (2021 Aegrotat/Re-examinations & Postgraduate Examinations)
Sat	11		
Sun	12		
Mon	13		Meeting: Faculty Examinations Committee 08:30
Tues	14	(i)	Publication of Results (2021 Aegrotat/Re-examinations & Postgraduate Examinations)
		(ii)	Applications for the 2022 Special Examinations Open
Wed	15	(i)	Deadline to Submit the 2022 Annual Performance Plan to DHET
		(ii)	UNIVERSITY CLOSURE
Thurs	16		PUBLIC HOLIDAY (Reconciliation Day)
Fri	17		
Sat	18		
Sun	19		
Mon	20		
Tues	21		
Wed	22		
Thurs	23		
Fri	24		
Sat	25		
Sun	26		
Mon	27		
Tues	28		
Wed	29		
Thurs	30		
Fri	31		

GENERAL CALENDAR

SENATE

The following persons are members of Senate as determined by Section 29 of the Statute of the University of Zululand:

29(1)(a) Prof XA Mtose	Prof L Vivier	(j)	Vacant
(b) Dr A Kaniki	Dr IS Nojiyeza	(k)	(i) Ms L Vahed
(c) Vacant	Dr K Naidoo		(ii) Prof NW Mlitwa
(d) Prof MR Kgaphola	Mr G Marovatsanga		(iii) Prof MSN Mabusela
Prof SP Seepe	Dr EM Mncwango		(iv) Mr NO Cele
Prof VS Nomlomo	Dr S Ndlovu	(m)	Prof L Greyling
(e) Mr D Mothilall	Dr ND Evans	(n)	Mr N Ntshangase
(f) Prof L Greyling	Dr BXS Ntombela		Mr WN Khumalo
Prof NW Kunene	Dr T Adetiba		
Prof MSN Mabusela	Dr NG Tshabalala		
Prof MA Masoga	Prof IO Ezeudiji		
(g) Prof MO Adigun	Dr MZ Shamase		
Prof AK Basson	Dr I Moyo		
Prof CJG Bender	Mr VC Mathe		
Prof H de Wet	Dr MF Vezi-Magigaba		
Prof V Elumalai	Dr N Jili		
Prof MM Hlongwane	Dr GM Naidoo		
Prof MJ Hooper	Dr K Naidoo		
Prof D Iyer	Prof L Livingstone		
Prof VG Jiyane	Dr KA Gazu		
Prof I Kaseeram	Dr BT Gamede		
Prof KC Lehloenya	Mrs N Morojele-Mathibedi		
Prof LZM Khumalo	Dr ECA Kok		
Prof JN Mashiya	Dr IS Kapueja		
Prof AT Nzama	Dr BG Ndawonde		
Prof DR Nzima	Dr P Mudali		
Prof MM Nkoane	Dr A van Biljon		
Prof DN Ocholla	Prof G Moyo		
Prof N Revapasadu	Prof TE Motaung		
Prof H Rugbeer	Mr BK Rawlins		
Prof B Shaw	Dr M Matadi		
Prof I Shaw	Dr TP Jili		
Prof AL Shokane	Dr SA Govender		
Prof J Steyn	Prof J Kerr		
Prof DD Tewari	Dr HR Mhlongo		
Prof GE Zharare	(h) Mr TS Hlasho		
Prof U Kolanisi	(i) Dr MA Makhafola		

PROFESSORS OF THE UNIVERSITY

Senior Prof MO Adigun
 Prof AK Basson
 Prof CJG Bender
 Prof H de Wet
 Prof V Elumalai
 Prof L Greyling
 Prof MM Hlongwane
 Senior Prof MJ Hooper
 Prof D Iyer
 Prof VG Jiyane
 Prof I Kaseeram

Prof MR Kgaphola
 Prof LZM Khumalo
 Prof NW Kunene
 Prof JN Mashiya
 Prof MA Masoga
 Prof XA Mtose
 Prof VS Nomlomo
 Prof TE Motaung
 Prof AT Nzama
 Prof DR Nzima
 Senior Prof DN Ocholla

Senior Prof N Revaprasadu
 Senior Prof H Rugbeer
 Prof SP Seepe
 Prof B Shaw
 Prof I Shaw
 Prof AL Shokane
 Prof PF Steyn
 Prof DD Tewari
 Prof GE Zharare

ASSOCIATE PROFESSORS OF THE UNIVERSITY

Prof IO Ezeudiji
 Prof S Govender
 Prof HL Jerling
 Prof MAP Kappo
 Prof J Kerr
 Prof U Kolanisi
 Prof M Livingstone
 Prof KC Lehoenya
 Prof MSN Mabusela
 Prof E Madorobha
 Prof TA Mbatha-Ngubane
 Prof PB Mbele

Prof NW Mlitwa
 Prof JZ Msomi
 Prof M Mthembu
 Prof MM Nkoane
 Prof SS Ntshangase
 Prof VSR Pullabhotla
 Prof JM Ras
 Prof PF Stewart
 Prof K Syed
 Prof BM Selepe
 Prof L Vivier
 Prof SS Xulu

GENERAL CALENDAR

1. COMMITTEES OF THE UNIVERSITY COUNCIL

1.1 Audit and Risk Committee of Council (ARCC)

Composition

Ms J Masite	External Council Member (Council Appointee & Chairperson)
Ms NP Caluza	External Council Member: Appointed based on Experience & Expertise in Auditing, Financial and Risk Management
Mr C Saunders	Council Appointee: Independent External Expert - IT Architecture
Vacant	Council Appointee: Independent External Expert - IT Architecture
Ms N Bobani	Council Appointee: Independent External Expert - Auditing and Risk Management

1.2 Executive Committee of Council (COUNEX)

Composition

Ms NP Caluza	External Council Member (Ministerial Appointee & Chairperson)
Mr E Dube	External Council Member: Mkhwanazi Traditional Authority Representative
Mr D Kunji-Behari	External Council Member (Donor Representative & Deputy Chairperson)
Mr NL Nkwanyana	External Council Member: Convocation Representative
Prof XA Mtose	Internal Council Member: Vice-Chancellor
Prof MA Masoga	Internal Council Member: Senate Representative
Prof NW Kunene	Internal Council Member: Senate Representative

1.3 Finance Committee of Council (FCC)

Composition

Mr D Kunji-Behari	External Council Member (Donor Representative & Chairperson)
Mr NL Nkwanyana	External Council Member: Convocation Representative
Prof XA Mtose	Internal Council Member: Vice-Chancellor
Prof SP Seepe	Internal Council Member: Deputy Vice-Chancellor – Institutional Support
Ms C Mtebele	External Council Member: Expertise and Experience
Mr S Mkhize	Council Appointee: Independent External Expert
Mr KBL Vilakazi	Council Appointee: Independent External Expert

1.4 Human Resources of Council Committee (HRCC)

Composition

Mr NL Nkwanyana	External Council Member (Convocation President & Chairperson)
Mr E Dube	External Council Member: Mkhwanazi Traditional Authority Representative
Mr D Kunji-Behari	External Council Member: Donor Representative
Prof XA Mtose	Internal Council Member: Vice-Chancellor
Prof L Greyling	Internal Council Member: Chairperson IF
Vacant	Internal Council Member
Mr M Jarvis	Council Appointee: Independent External Expert
Mr M Booi	Council Appointee: Expertise & Experience

1.5 Planning and Infrastructure Committee of Council (PICC)

Composition

Mr TC Madikane	External Council Member (Council Appointee & Chairperson)
Mr E Dube	External Council Member: Mkhwanazi Traditional Authority Representative
Prof N Makunga	External Council Member with Expertise & Experience
Dr A Kaniki	External Council Member with Expertise & Experience
Prof XA Mtose	Internal Council Member: Vice-Chancellor
Vacant	Council Appointee: Expertise & Experience

2. COMMITTEES OF SENATE**2.1 Executive Committee of Senate (SENEX)****Composition**

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Dr MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation
Prof SP Seepe	Deputy Vice-Chancellor: Institutional Support
Mr D Mothilall	Interim Registrar
Dr MA Makhafola	Executive Director: Richards Bay Campus
Prof MA Masoga	Dean: Faculty of Arts
Prof L Greyling	Dean: Faculty of CAL
Prof MS Mabusela	Interim Dean: Faculty of Education
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof MA Masoga	Senate Representative on Council
Prof NW Kunene	Senate Representative on Council

Two members of Senate elected by Senate in terms of subparagraphs 29(1)(g) and 29(1)(j) of the UNIZULU Statute

- (i) Prof MJ Hooper (ii) Prof MM Hlongwane

2.2 Research Committee**Composition**

Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof N Mlitwa	Director: Research & Postgraduate Studies
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof MA Masoga	Dean: Faculty of Arts
Prof L Greyling	Dean: Faculty of CAL
Prof M Nkoane	Deputy Dean: Research & Internationalisation (R & I) (Faculty of Education)
Prof KC Lehloenyana	Deputy Dean: R & I (Faculty of Science & Agriculture)
Prof VG Jiyane	Acting Deputy Dean: R & I (Faculty of Arts)
Prof I Kaseeram	Acting Deputy Dean: R & I (Faculty of CAL)
Mr D Mothilall	Interim Registrar
Ms D Viljoen	Representative: Research & Innovation Office

Senate Representative

Dr ND Evans (01.01.20 – 31.12.21)

2.2.1 Innovation Committee**Composition**

Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation (Chairperson)
Mr PJ du Plessis	Executive Director: Finance
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof N Mlitwa	Director: Research & Postgraduate Studies
Prof N Revaprasadu	Researcher with knowledge of technology transfer
Ms CN Mashaba	Representative: Technology Transfer Office-KZN Region
Mr B Rawlins	Representative: Technology Transfer Office-KZN Region
Ms N Mjila	Representative: Technology Innovation Agency
Mr D Mothilal	Chairperson Legal Committee
Ms MR Lekoa	Representative: Community Engagement
Mr W Goldstone	Representative: Industry Sector
Ms D Viljoen	Representative: Research and Innovation Office

GENERAL CALENDAR

2.3 Boards of Faculties

The compositions of the individual boards of faculties are indicated in the relevant sections of the faculty calendars.

2.4 Teaching & Learning Committee**Composition**

Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning (Chairperson)
Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation
Mr D Mothilall	Interim Registrar
Dr MA Makhafola	Executive Director: Richards Bay Campus
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof L Greyling	Dean: Faculty of CAL
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof MA Masoga	Dean: Faculty of Arts
Mr NO Cele	Executive Director: Institutional Planning
Mr TS Hlasho	Dean of Students
Prof MSN Mabusela	Director: Teaching & Learning Centre
Vacant	Director: Quality Assurance
Dr SA Govender	Deputy Dean: T & L (Faculty of Education)
Dr MZ Shamase	Acting Deputy Dean: T & L (Faculty of Arts)
Prof DD Tewari	Acting Deputy Dean: T & L (Faculty of CAL)
Dr P Mudali	Deputy Dean: T & L (Faculty of Science & Agriculture)
Ms T Ndimande	Manager: Quality Enhancement
Mr N Ntshangase	SRC Representative (SRC Administrator – Convenor)

2.5 Research Ethics Committee**Composition**

Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation (Chairperson)
Prof M Nkoane	Deputy Dean: R & I (Faculty of Education)
Prof KC Lehloenya	Deputy Dean: R & I (Faculty of Science & Agriculture)
Prof VG Jiyane	Acting Deputy Dean: R & I (Faculty of Arts)
Dr I Kaseeram	Acting Deputy Dean: R & I (Faculty of CAL)
Dr EM Mncwango	Experience & Expertise: Language Translation & Practice
Prof J Kerr	Experience & Expertise: Professional Care, Nursing Science, Counselling & Treatment of People
Dr T Adetiba	Experience & Expertise: Political Sciences & Experience in Research Ethics
Vacant	Specialist Psychology
Vacant	Knowledge in Statistics & Data Analysis
Vacant	Experience & Expertise: Qualitative & Quantitative Research Methods & Social Sciences
Vacant	Experience & Expertise: Animal Research
Dr K Naidoo	Experience & Expertise: Legal Matters
Dr G Fourie	Experience & Expertise: Animal Research
Mr G Marovatsanga	Experience & Expertise: Creative Performing Arts
Ms M Jewlal	Community Member
Ms VR Mpungose	Community Member
Vacant	Animal Specialist (DBV-SPCA)
Vacant	Representative: Animal Welfare Organisation
Mr D Mothilall	Interim Registrar
Prof N Mlitwa	Director: Research & Postgraduate Studies
Vacant	Representative: Research and Innovation Office

GENERAL CALENDAR

Senate Representative

Prof AL Shokane (01.01.20 – 31.12.21)

2.6 Time-table Committee**Composition**

Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning (Chairperson)
Mr D Mothilall	Interim Registrar
Prof L Greyling	Dean: Faculty of CAL
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof MA Masoga	Dean: Faculty of Arts
Prof MSN Mabusela	Interim Dean: Faculty of Education
Mr TS Hlasho	Dean of Students
Mr LD Mancini	Director: ICT
Mr S Phakoane	Director: Physical Planning & Operations (New Built)
Mr Z Gumede	Deputy Registrar: Student Administration
Ms N Mhambi	Manager: Assessment
Prof T Kalusopa	Faculty of Arts Representative
Prof I Kaseeram	Faculty of CAL Representative
Vacant	Faculty of Education Representative
Prof L Vivier	Faculty of Science & Agriculture Representative
Ms J Dube	Time-Table Officer

2.7 Higher Degrees Committee**Composition**

Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof L Greyling	Dean: Faculty of CAL
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof MA Masoga	Dean: Faculty of Arts
Prof M Nkoane	Deputy Dean: R & I (Faculty of Education)
Prof VG Jiyane	Acting Deputy Dean: R & I (Faculty of Arts)
Prof I Kaseeram	Acting Deputy Dean: R & I (Faculty of CAL)
Prof KC Lehloenyana	Deputy Dean: R & I (Faculty of Science & Agriculture)
Mr D Mothilall	Interim Registrar
Ms MR Lekoa	Community Engagement
Prof N Mlitwa	Director: Research & Postgraduate Studies
Vacant	Representative: Research & Innovation Office
Mr MM Nzuzo	Examination Officer

2.8 Community Engagement Committee**Composition**

Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning (Chairperson)
Prof MSN Mabusela	Director: Teaching & Learning Centre
Dr HR Mhlongo	Faculty of Education Representative
Mr VC Mathe	Faculty of Arts Representative
Prof U Kolanisi	Faculty of Science & Agriculture Representative
Mr S Heeral	Faculty of CAL Representative
Mr SWA Sibeko	Institutional Planning Directorate Representative
Dr L Calvino	Law Department Representative
Ms MR Lekoa	Manager: Community Engagement

Senate Representatives

(i) Dr BT Gamede (01.01.20 – 31.12.21) (ii) Dr B Ntombela (01.01.20 – 31.12.21)

GENERAL CALENDAR

- 2.9 HIV & AIDS Committee**
- Composition**
- | | |
|---------------------|--|
| Prof M Kgaphola | Deputy Vice-Chancellor: Research & Innovation (Chairperson) |
| Mr TS Hlasho | Dean of Students |
| Mrs H Mkhwanazi | Head: Campus Health Centre |
| Vacant | Manager: HIV & AIDS Programmes |
| Mr R Ngcobo | Executive Director: Human Resources |
| Prof B Mbhele | Faculty of Arts Representative |
| Ms N Nxumalo | Faculty of CAL Representative |
| Mr T Mngomezulu | Faculty of Education Representative |
| Dr NK Ndwandwe | Faculty of Science & Agriculture Representative |
| Ms MR Lekoa | Community Engagement Representative |
| Mr M Mtetwa | HAST Coordinator |
| Mr S Mafuleka | Health Promoter |
| Mr PC Mjadu | Disability Unit |
| Dr M Miya | Nursing Science Representative |
| Ms T Manana | Acting Director: DramAide |
| Ms FA Nicholson | DramAide Representative |
| Mr T Lebakeng | Manager: Employee Relations & Wellness |
| Mrs G Nhleko-Mdluli | Director: CMD |
| Mr CVB Sehlogo | Director: PSD |
| Mr LN Mapatagane | Manager: Institutional Planning |
| Mr L Bosiu | Manager: Risk and Compliance |
| Mr SB Mtshali | Manager: Occupational Health & Safety |
| Mr S Hlatshwayo | Finance (Project Accounts) |
| Mr M Mtetwa | HAST Coordinator |
| Vacant | Academic Planning and Quality Representative |
| Mr N Ntshangase | SRC Representative (SRC Administrator – Convenor) |
| Vacant | Union Representative |
- 2.10 Library Committee**
- Composition**
- | | |
|-------------------|--|
| Prof M Kgaphola | Deputy Vice-Chancellor: Research & Innovation (Chairperson) |
| Prof VS Nomlomo | Deputy Vice-Chancellor: Teaching & Learning |
| Prof NW Kunene | Dean: Faculty of Science & Agriculture |
| Prof L Greyling | Dean: Faculty of CAL |
| Prof MSN Mabusela | Interim Dean: Faculty of Education |
| Prof MA Masoga | Dean: Faculty of Arts |
| Ms LAK Vahed | Director: Library & Information Services |
| Mrs L Ocholla | Deputy Director: Library & Information Services |
| Dr MA Makhafola | Executive Director: Richards Bay |
| Prof MSN Mabusela | Interim Director: Teaching & Learning Centre |
| Mr LD Mancini | Interim Director: ICT |
| Prof M Nkoane | Representative- Faculty of Education |
| Mr MR Dengetshe | Representative- Faculty of CAL |
| Prof N Mlithwa | Director: Research & Postgraduate Studies |
| Mr N Ntshangase | SRC Representative (SRC Administrator – Convenor) |
- 2.11 Honorary Degrees Committee**
- Composition**
- | | |
|------------------|---|
| Prof XA Mtose | Vice-Chancellor (Chairperson) |
| Prof VS Nomlomo | Deputy Vice-Chancellor: Teaching & Learning |
| Prof MR Kgaphola | Deputy Vice-Chancellor: Research & Innovation |
| Mr D Mothilall | Interim Registrar |

GENERAL CALENDAR

Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof L Greyling	Dean: Faculty of CAL
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof MA Masoga	Dean: Faculty of Arts
Dr MA Makhafola	Executive Director: Richards Bay Campus
Mr RT Ngcobo	Executive Director: Human Resources
Mr NO Cele	Executive Director: Institutional Planning
Mr PJ du Plessis	Executive Director: Finance

2.12 Quality Assurance & Academic Development Committee**Composition**

Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning (Chairperson)
Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation
Mr NO Cele	Executive Director: Institutional Planning
Mr D Mothilall	Interim Registrar
Prof L Greyling	Dean: Faculty of CAL
Prof I Kaseeram	Deputy Dean: Faculty of CAL (R & I)
Prof MA Masoga	Dean: Faculty of Arts
Dr MZ Shamase	Acting Deputy Dean: Faculty of Arts (T & L)
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Dr P Mudali	Deputy Dean: Faculty of Science & Agriculture
Prof MSN Mabusela	Interim Dean: Faculty of Education
Dr SA Govender	Deputy Dean: Faculty of Education (T & L)
Prof MSN Mabusela	Director: Teaching & Learning Centre
Prof N Mlitwa	Director: Research Office
Ms TA Ndimande	Manager: Quality Assurance
Mr LN Mapatagane	Manager: Strategic Analytics & Business Intelligence
Vacant	Specialist: Academic Structure
Vacant	Director: Quality Assurance Office

2.13 Rules Committee

Mr D Mothilall	Interim Registrar (Chairperson)
Prof MA Masoga	Dean: Faculty of Arts
Prof L Greyling	Dean: Faculty of CAL
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof NW Kunene	Dean: Faculty of Science and Agriculture
Mr BK Rawlins	Senate Representative
Prof D Iyer	Senate Representative
Vacant	Legal Services Representative

The Vice-Chancellor is, subject to the Rules, ex officio member of all the committees of Council & Senate (S10(6)).

GENERAL CALENDAR

3. INSTITUTIONAL FORUM

Composition

Institutional Forum (IF) members appointed in terms of Section 40 of the Statute of the University of Zululand

40(1)(a)	Vacant	Management Representative
	Mr LD Mancini	Management Representative
(b)	Mr NL Nkwanyana	Council Representative
	Mr E Dube	Council Representative
(c)	Prof AK Basson	Senate Representative
	Prof L Greyling	Senate Representative (Chairperson)
(d)	Mr NZ Ngwenya	Academic Staff Representative
(e)	Mr PW Zibane	Administration & Support Staff
(f)	Ms BT Mngadi	Women Employees (Secretary)
(g)	Mr N Ntshangase	SRC Administrator (Convenor)
	Mr WN Khumalo	SRC Administrator (Coordinator)
(h)	Vacant	Student with Disabilities Representative
	Vacant	Employees with Disabilities Representative
(i)	Vacant	Union Representative
	Vacant	Union Representative
(j)	Ms MG Nxumalo	VC Appointee: Experience & Expertise
	Vacant	VC Appointee: Experience & Expertise
	Mr D Mothilall	VC Appointee: Experience & Expertise

3.1 IF Executive Committee

Composition

45(2)	Prof L Greyling	Senate Representative (Chairperson)
	Vacant	Deputy Chairperson of IF
	Prof AK Basson	Senate Representative
	Vacant	Student with Disabilities Representative
	Mr D Mothilall	VC Appointee: Experience & Expertise
	Mr N Ntshangase	SRC Representative (SRC Administrator – Convenor)
	Ms BT Mngadi	Women Employees (Secretary)

GENERAL CALENDAR

4. MANAGEMENT COMMITTEES

4.1 Management Committee

Composition

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation
Prof SP Seepe	Deputy Vice-Chancellor: Institutional Support
Mr D Mothilall	Interim Registrar
Mr PJ Du Plessis	Executive Director: Finance
Mr RT Ngcobo	Executive Director: Human Resources
Ms ST Mncwango	Executive Director: Infrastructure
Mr NO Cele	Executive Director: Institutional Planning
Dr MA Makhafola	Executive Director: Richards Bay Campus
Mr Z Gumede	Deputy Registrar: Student Administration
Mr MO Kheswa	Deputy Registrar: Policy Management & Secretariat
Ms MGT Nhleko-Mdluli	Director: Communications & Marketing
Mr K Madlala	Director: Financial Services
Vacant	Director: Budget
Mr S Phakoane	Director: Physical Planning & Operations (New Built)
Ms L Vahed	Director: Library Services & Information Services
Prof JN Mashiya	Director: Office of the Vice-Chancellor
Mr CVB Sehlogo	Director: Protective Services Department
Vacant	Director: Quality Assurance
Mr LD Mancini	Director: ICT
Prof MSN Mabusela	Director: Teaching & Learning Centre
Prof L Greyling	Dean: Faculty of CAL
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof MA Masoga	Dean: Faculty of Arts
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Mr TS Hlase	Dean of Students
Dr AC Weyers	Richards Bay Campus Representative
Vacant	Director: Risk & Compliance

4.2 Executive Committee

Composition

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation
Prof SP Seepe	Deputy Vice-Chancellor: Institutional Support
Mr D Mothilall	Interim Registrar
Dr MA Makhafola	Executive Director: Richards Bay Campus
Mr RT Ngcobo	Executive Director: Human Resources
Mr PJ du Plessis	Executive Director: Finance
Mr NO Cele	Executive Director: Institutional Planning
Mr ST Mncwango	Executive Director: Infrastructure

4.3 Legal Committee

Composition

Mr D Mothilall	Interim Registrar (Chairperson)
Mr KC Madlala	Director: Financial Services
Mr L Munsammy	Lecturer: Law Department
Dr L Calvino	Acting Manager: Student Judicial Services

GENERAL CALENDAR

4.4 Registration Committee

Composition

Mr D Mothilall	Interim Registrar (Chairperson)
Mr PJ du Plessis	Executive Director: Finance
Prof SP Seepe	Deputy Vice-Chancellor: Institutional Support
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof L Greyling	Dean: Faculty of CAL
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof MA Masoga	Dean: Faculty of Arts
Mr TS Hlasho	Dean of Students
Mr LD Manci	Director: ICT
Mr S Phakoane	Director: Physical Planning & Operations (New Built)
Ms MGT Nhleko-Mdluli	Director: Communications & Marketing
Mr CVB Sehlogo	Director: Protective Services Department
Mr Z Gumede	Deputy Registrar: Student Administration
Mr VW Maneli	Manager: Admissions

4.5 Graduation Committee

Composition

Mr D Mothilall	Interim Registrar (Chairperson)
Prof XA Mtose	Vice-Chancellor (ex officio)
Mr PJ du Plessis	Executive Director: Finance
Prof SP Seepe	Deputy Vice-Chancellor: Institutional Support
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof L Greyling	Dean: Faculty of CAL
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof MA Masoga	Dean: Faculty of Arts
Mr CVB Sehlogo	Director: Protective Services Department
Mr S Phakoane	Director: Physical Planning & Operations (New Built)
Ms MGT Nhleko-Mdluli	Director: Communications & Marketing
Mr Z Gumede	Deputy Registrar: Student Administration
Mr VW Maneli	Manager: Admissions
Ms BT Mngadi	Manager: Certification

4.6 Student Services Committee

Composition

Mr TS Hlasho	Dean of Students (Chairperson)
Ms MGT Nhleko-Mdluli	Director: Communications & Marketing
Mr S Phakoane	Director: Physical Planning & Operations (New Built)
Mr Z Gumede	Deputy Registrar: Student Administration
Ms HN Mkhwanazi	Head: Campus Health Clinic
Ms NM Makalima	Head: Centre for Guidance & Counselling
Mrs E Bacela	Head: Financial Aid Office
Vacant	Head: Sports & Recreation
Mr CB Khomo	Head: Student Housing
Mr CVB Sehlogo	Director: Protective Services Department
Mr N Ntshangase	SRC Administrator (Convenor)
Mr WN Khumalo	SRC Administrator (Coordinator)
Vacant	House Committee Representative

4.8 Bursary/Financial Aid Committee

Composition

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning

GENERAL CALENDAR

Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation
Mr D Mothilall	Interim Registrar
Mr PJ du Plessis	Executive Director: Finance
Prof L Greyling	Dean: Faculty of CAL
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof MA Masoga	Dean: Faculty of Arts
Mr TS Hlasho	Dean of Students
Mrs E Bacela	Head: Financial Aid Office
Vacant	Bursary Administrator

4.9 Risk Management Committee**Composition**

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation
Prof SP Seepe	Deputy Vice-Chancellor: Institutional Support
Mr D Mothilall	Interim Registrar
Mr PJ Du Plessis	Executive Director: Finance
Mr RT Ngcobo	Executive Director: Human Resources
Ms ST Mncwango	Executive Director: Infrastructure
Mr NO Cele	Executive Director: Institutional Planning
Dr MA Makhafola	Executive Director: Richards Bay Campus
Mr Z Gumede	Deputy Registrar: Student Administration
Mr MO Kheswa	Deputy Registrar: Policy Management & Secretariat
Ms MGT Nhleko-Mdluli	Director: Communications & Marketing
Mr K Madlala	Director: Financial Services
Vacant	Director: Budget
Mr S Phakoane	Director: Physical Planning & Operations (New Built)
Ms L Vahed	Director: Library Services & Information Services
Prof JN Mashiya	Director: Office of the Vice-Chancellor
Mr CVB Sehlogo	Director: Protective Services Department
Vacant	Director: Quality Assurance
Mr LD Mancini	Director: ICT
Prof MSN Mabusela	Director: Teaching & Learning Centre
Prof L Greyling	Dean: Faculty of CAL
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof MA Masoga	Dean: Faculty of Arts
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Mr TS Hlasho	Dean of Students
Dr AC Weyers	Richards Bay Campus Representative
Vacant	Director: Risk & Compliance

4.10 Planning Committee**Composition**

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof SP Seepe	Deputy Vice-Chancellor: Institutional Support
Mr ST Mncwango	Executive Director: Infrastructure
Mr S Phakoane	Director: Physical Planning & Operations (New Built)
Mr D Mothilall	Interim Registrar
Mr PJ Du Plessis	Executive Director: Finance
Vacant	Council Representative
Vacant	Council Representative
Mr CVB Sehlogo	Director: Protective Services Department

Two members elected by the Senate

- (i) Vacant
- (ii) Vacant

4.11 Transformation & Social Inclusion Committee**Composition**

Prof XA Mtose	Vice-Chancellor (Chairperson)
Prof VS Nomlomo	Deputy Vice-Chancellor: Teaching & Learning
Prof SP Seepe	Deputy Vice-Chancellor: Institutional Support
Prof MR Kgaphola	Deputy Vice-Chancellor: Research & Innovation
Mr NO Cele	Executive Director: Institutional Planning
Mr ST Mncwango	Executive Director: Infrastructure
Mr RT Ngcobo	Executive Director: Human Resources
Prof MA Masoga	Dean: Faculty of Arts
Prof MSN Mabusela	Interim Dean: Faculty of Education
Prof L Greyling	Dean: Faculty of CAL
Prof L Greyling	Chairperson: IF
Prof NW Kunene	Dean: Faculty of Science & Agriculture
Mr TS Hlasho	Dean of Students
Vacant	Senate Representatives
Vacant	MANCO Representatives
Vacant	Chairperson: Gender Forum
Vacant	Head of Student Disability Unit
Mr N Ntshangase	SRC Administrator (Convenor)
Mr WN Khumalo	SRC Administrator (Coordinator)
Vacant	Representative for people with disabilities
Vacant	Representative Equity Committee

GENERAL CALENDAR

FACULTY OF ARTS

Faculty Office: **Inkanyiso Building** **Contact Details: 035-902-6087**

Dean	MA Masoga, BA BAHons, MA (University of Natal), DPhil (UFS), MA (Musicology) (UNISA), PGDip (HE) (UKZN)
Acting Deputy Dean (Teaching & Learning)	MZ Shamase, BPaed, SSTD, BAHons, MA, DPhil (UNIZULU)
Acting Deputy Dean (Research & Internationalisation)	VG Jiyane, STD (Eshowe College) Cert (Online Teaching & Assessment) (Maryland, USA), BHons (LIS), M (LIS), PhD (LIS) (UNIZULU)
Secretary	A Bikitsi, Dip (Public Admin) (Varsity College)
Faculty Manager	X Xothongo, Dip (Office Management & Technology), BTech (Public Management) (WSU)
Faculty Officer	B Mashiyane
Faculty Administrative Assistants	BSP Mkwanzazi, Dip (Public Admin), B (Public Admin), PGCE (UNIZULU) SM Khanyile, Dip (Professional Office Assistant) (Working World College), Dip (Computerized Project Management) (Intec College), BCom (Industrial & Organisational Psychology) (UNISA) NN Ngema, (Office Management & Technology) (DUT), PGCE (UNISA), B (Public Admin), BHons (Public Admin) (UNIZULU) NF Msomi, Cert (Typewriting and Switchboard Operation) (Durban Commercial College), Cert (Computer Technology), Cert (Management Information Systems), BA (Information Science) (UNIZULU) NP Makhanya, BA Psych (UKZN) RP Mhlongo, Dip (Public Admin), BAdmin (Industrial Psychology), BAdminHons, MAdmin (UNIZULU) RL Dimba, Dip (HRM) (Varsity College), Cert (Business Management/Secretarial) (Swinton Road Technical College) H Mathonsi, (Basic Computer Skills) (Avuxeni Computer Academy), BA (Correctional Studies), BAHons (Criminology) (UNIZULU), (Community Profiling) (Dept of Correctional Services) TF Khumalo, NCert (Secretarial & Business Studies) (Swinton Road Technical College) JM Gininda, BA (Home Economics) (UNIZULU)
Messenger/Copier	Vacant

African Languages & Culture

Professor	LZM Khumalo, STD, BA, BAHons, MA (UNIZULU), PhD (Natal)
Lecturers	SD Mbokazi, SSTD, BPaed, BEd, MA (UNIZULU) MZ Mthembu, Dip (PTM) (Damelin), Dip (School Management) (RAU) UED, BAHons, BEd, MA, PhD (UNIZULU) NMAR Nzuzza, BA (UED), BAHons, MA, PhD (UNIZULU) SL Ntuli, BA, Dip (University Education), BAHons, MA, PhD (UNIZULU), Cert (Conflict Resolution) (UNISA) ZG Buthelezi, JSTC (Amanzimtoti/Adams College), SED (Vista University), BA, BAHons (UNIZULU), MEd, PhD (UKZN)

GENERAL CALENDAR

Anthropology & Development Studies

Senior Lecturer	IS Nojiyeza, STD (Esikhawini College), BA (History & Education) (UNISA), PGCert (Management Studies) (CM), PGDip (Management Studies) (DMS), MBA (MANCOSA), PhD (Development Studies) (UKZN)
Lecturers	SS Nhlabathi, PhD (Geography) (UKZN), MSc (Geog. Info. Systems & Sciences) (University of Salzburg, Austria), MBA (UKZN), MSc (URP Housing) (Natal) BAHons, BEd (UNIZULU) JM Mdiniso, PTD (Indumiso College of Education), BA (UNIZULU), BEd, Dip (Env. Law), Dip (Library) (UKZN), MBA (MANCOSA), PhD (UNIZULU) MP Ngwamba, B (Consumer Science) (Extention & Rural Development), BAHons (Dev.Studies), MA (Development Studies) (UNIZULU) NC Monyela, BA, Hons (Sociology & Anthropology) (UWC), MA (Africa Studies) (UFS) NR Mofokeng, BA (Political Science & Development Studies), BAHons (Development Studies), MA (Development Studies) (UJ) SK Khumalo, BSocSci (Community Development), BSocSciHons, MASocSci (Anthropology) (UKZN) N. Gama, BA (Development Studies), BAHons (Development Studies) (UNIZULU), MA (Social Science) (Anthropology)(UKZN)

Communication Science

Senior Professor	H Rugbeer, BA, Dip (Computer Appl.) (UNISA), Dip (Ed) (SACOL now UNISA), BTh (USA), Cert (Computer Engineering) (MLS now DUT), MA, DPhil (UNIZULU).
Senior Lecturers	GM Naidoo, BAHons, MA, DPhil (UNIZULU), CPRP (PRISA), PGDHE (UKZN) MM Reddy, Dip (Div.) (BBC), PGCEd (UNISA), BAHons, MA, D.Litt. (UNIZULU), PGDHE (UKZN)
Lecturers	MR Metso, BEd. (NUL), BAHons, (UND), MA, PGDHE, (UKZN), DPhil (UNIZULU) JM Magagula, BAHons, MA (UNIZULU) TG Mokgosi, BA (Com), (Hons), MA (Com) (NWU) AR Moonasamy, BAHons, MA, DPhil (UNIZULU) JB Ngubane, BAHons, MA (UNIZULU) MW Molefe, MTech (CUT), BAHons (UNISA), Dip (STD) (BOCHUM) GJ Zondi, BAHons, MA (UNIZULU), PGDHE (UKZN) NP Makhanye, BA (Psychology) (UKZN)

Creative Arts

Professor	Vacant
Lecturers	GT Marovatsanga, BAHons (Zimbabwe), MA (Applied Drama & Theatre) (UW) GM Ntaka, SSTD, BPaed, BEdHons, BAHons (Music), MA (Music), PhD (UNIZULU), MEd (UKZN), Cert (ABET HR) (UNISA) M Manenye, BA (Drama & Theatre) (UFS), BAHons (Drama & Theatre) (UFS), MA (Drama & Theatre/Dance) (UFS). K Moshounyane, BA (Drama), MA (Drama & Theatre Arts) (UFS)

GENERAL CALENDAR

	B Buthelezi, BA, PGCE (UNIZULU), BAHons, MA (Music Performance) (UKZN) L Pepu, BA (Visual Arts), BAHons (Drama & Theatrical Studies) (UNIZULU), BAHons (Curatorship) (UCT), MA (Heritage) (UW)
Criminal Justice	
Professor	J Steyn, NDip (Police Management) (TSA), BA (Criminology & Psychology) (UNISA), BTech (Policing) (Technikon Pretoria), MTech (Policing) (Technikon Pretoria), DTech (Policing) (TUT)
Associate Professor	JM Ras, BAHons (Biblical Languages), BTh, MTh, DTh (USB), (Hons), MA (Psych), DPhil (Criminal Justice), DPhil (Psychology) (UNIZULU)
Senior Lecturer	M Buthelezi, BTech (Policing), MTech (Public Management) (UNISA), MA (Governance & Political Transformation) (UFS), DTech (Policing) (TUT)
Lecturer	ZN Snyman, BSSHons (Criminology), MA (Criminology) (UKZN)
NGAP Lecturer	MS Makhaye, BSocSci (Criminology), BSocSciHons (Criminology & Forensic Science), MSocSci (Criminology & Forensic Science) (UKZN)
English	
Senior Professor	MJ Hooper, MA, PhD, HDE (Natal)
Professor	
Senior Lecturer	BXS Ntombela, SSTD, BPaed, BAHons, MA, DPhil (UNIZULU), CELTA (Cambridge)
Lecturers	K Gqibitole, STD (Mxenge), MA, PhD (UKZN) L Mafu, BA, MA, GradCert (Education), (Zimbabwe), Hons, DLitt et Phil (UNISA) WS Nkabinde, BPaedHons, MA (UNIZULU) T Pillay, MPhil (USB), UHDE (UDW) IB Rawlins, BAHons, MACW (Rhodes), CELTA (Cambridge) M Malimela, BAHons, MPhil (UCT) A Akpome, BAHons (English & Literary Studies) (Delta State University, Nigeria), BAHons, MA, D. Litt.et.Phil (English) (UJ) V Ndabayakhe, Dip (RAU), BAHons, MA (UNIZULU), PhD (NWU) FM Ringwood, BA (English & Communication) (UJ), Hons (English Lit.), MA (English Publishing) (WITS)
General Linguistics & Modern Languages	
Senior Lecturer	EM Mncwango, BAHons (Linguistics), MA, DPhil (UNIZULU), Cert (ABET) (SA), Leadership Programme (USB), PGDip (Higher Education) (UKZN)
Geography	
Senior Lecturers	I Moyo, BAHons, GRAD (CE) (Zimbabwe), MA, PhD (UNISA) NB Mbatha, BSc (Physics & Electronics) (UNIZULU), BScHons, MSc (Physics) (UWC), PhD (Atmospheric Physics) (UKZN) ML Mdoka, BScHons (Applied Physics, NUST), GradDip (Meteorology) (Australia), MSc (Climatology), PhD (Climatology) (UCT)

GENERAL CALENDAR

Lecturers	AT Mthembu, BPaed, BEd, BAHons, MA, STD (UNIZULU) NP Ndimande, BAHons (UNIZULU), MSc (Oklahoma State) S Xulu, BScHons, PGCE (UNIZULU), MSc (SU)
History	
Senior Lecturer	MZ Shamase, BPaed, SSTD, BAHons, MA, DPhil (UNIZULU)
Lecturer	SH Ntuli, BPaed, SSTD, BAHons, MA, DPhil (UNIZULU)
Information Studies	
Professors	DN Ocholla, MA (Krasnador), PhD (Kiev & Leningrad) GV Jiyane, STD (Eshowe College) Cert (Online Teaching & Assessment) (Maryland, USA), B (LIS), BHons (LIS), M (LIS), PhD (LIS) (UNIZULU)
Senior Lecturers	ND Evans, BSc (UPE), MA, PhD (UNIZULU), PGDHE (UKZN)
Lecturers	MD Kekana, B (IS) (UL), M (LIS) (UKZN) PN Dlamini, Hons (LIB), M (LIS), PhD (UNIZULU) LP Luthuli-Ngidi, BA (LIS), MA (IS) (UNIZULU), Cert (Project Management) (ICESA City Campus Pietermaritzburg)
Philosophy & Applied Ethics	
Lecturers	S Ndlovu, BA (UNISA), BAHons, PhD (Philosophy) (UKZN), MA (UCT) E Latecka, MA (English) (University of Lodz Poland) N Shozi, MA, BAHons, BA (UKZN) C Austin, BAHons (UNIZULU) N Ndlela, BA (UNISA), BAHons (UKZN), MA (UJ)
Politics & International Studies	
Lecturer	TC Adetiba, BAHons (History) (Ilorin), MA (International Relations & Strategic Studies) (LASU), PhD (Development Studies) (UFH) PGDip (Higher Education) (UKZN)
Temp. Lecturer	NP Dlamini, BSS (Politics & HRM), BSocSciHons (International Relations), MSS (Political Science) (UKZN- PMB)
Psychology	
Associate Professor	PB Mbele, Dip (GNSA) (Edendale Hospital), Dip (Midwifery) (St Mary's Hospital), B Cur I et A (Medunsa), MASocSc (Psychology), BAHons (Psychology) (UND), DPhil (Psychology) (UNIZULU),
Senior Lecturer	C Hermann, BPsych, MA (Clinical Psychology), DPhil (Psychology) (UNIZULU)
Lecturers	VC Mathe, BA, BAHons, MA (Counselling Psychology) (UNIZULU) AD Singh, BASocSci (UN), BAHons (Psychology), MA (Research Psychology) (UDW) M Govender, BPsych, MA (Clinical Psychology) (UNIZULU)
Recreation & Tourism	
Professor	AT Nzama, BPaed, STD, BEd, BAHons, MA (UNIZULU), MEd (UOVS), MSc, PhD (SIU-C Illinois)
Associate Professor	IO Ezeuduji, BScHons (UNI JOS), MSc, PhD (BOKU Vienna), MBA (The Open University UK)

GENERAL CALENDAR

Senior Lecturers	SP Tshabalala, JSTC (Eshowe College), BPaed, MRT (UNIZULU), BAHons (UKZN), PhD (University of Granada) GS Nkosi, STD (Eshowe College), BAHons (Environmental Studies), MRT, PhD (UNIZULU), AdvCert (Education) (UKZN)
Lecturers	MS Nkwanyana, STD (Eshowe College), (Travel & Tourism) (RAU), Hons (Education, Management Law) (UP), MRT, PhD (UNIZULU) L Apleni, BTech (Tourism Management) (WSU), M (Management Sciences) (University of Science & Technology Beijing) N Linda, STD (Esikhawini College), Cert (Hotel Management) (Damelin College), Cert (ABET) (UNISA), PDRT, MRT (UNIZULU)
Social Work	
Professors	AL Shokane, BASocSci (SW), MASocSci (SW) (RAU), PGDip (HE) (RU), D Litt et Phil (SW) (UJ) JV Rautenbach, BSocSci (SW, Psy, IndSoc) (RU), MSocSci (SW) (UFH), DPhil (SW) (NMMU)
Senior Lecturer	DM Mulqueeny, BA (SW), Hons (Industrial & Organisational Psychology), PGCE (UNISA), MBA (UFS), MSW, PhD (UKZN)
Lecturers	PM Dimo, BA (SW), MA (SW) (UL), PhD (SW) (NWU) BN Ndlovu, BA (SW) (UFH), BAHons, MA (Community Work), MA (SW) (UNIZULU), (Personnel, Management & Training) (Damelin), (Project Management) (ITumeleng Training Solutions), (HIV/AIDS Training) (Department of Health uThungulu) TZ Ramphele, BA (SW), Hons (UFH), MASocSci (RU), HRM (IPM-JHB) MM Shabalala, BA (SW), MA (SW) (UNIZULU) SS Myeni, BSW, MA (SW) (UNIZULU) T Ntini, BSW, MSW (UKZN), MSW (Families & Children) (ISCIE – Lisbon University Institute European)
NGAP Lecturer	NY Hadebe, BSW, MSW (UNIZULU)
Sociology	
Associate Professor	PF Stewart, BA (UCT), BAHons (Ind. Soc), BAHons (Phil), PhD (WITS)
Senior Lecturers	NG Tshabalala, BAHons, MA, PhD (UNIZULU), MCert (Labour Relations) (RAU), PHRM (UNISA)
Lecturers	SPT Zikhali, BAHons, MA, PhD (UNIZULU) SC Cele, BAHons, MA (UDW), PhD (UNIZULU) ES Ncube, PTC (Ntuzuma College of Education), JSTC & STD; (Umlazi College for Further Education), BAHons, MA (UNIZULU) J Guambe, BA, BAHons, MA (UNIZULU) L Dlamini, BSocSci (Ind.Soc & Labour Studies), BSocSciHons (UP), MA (Ind. & Econ Sociology) (WITS)

GENERAL CALENDAR

FACULTY OF CAL

Faculty Office:

D Block

Contact Details: 035-902 6590

Dean

L Greyling, BCom, BComHons, MCom, DCom (RAU)

Faculty Manager

M Mpofo, NSD, BTech (WSU), MPA (NMMU)

Faculty Officer

SP Mhlongo, NDip (OMT), BTech (OMT), M (Management Sciences in Business Admin) (DUT)

Dean's Secretary

NP Pakati, NSD (Mangosuthu Technikon), BA, BAHons (UNIZULU)

Secretaries

T Maphumulo, Dip (Public Admin), BAdmin, PGCE (UNIZULU)

TC Ntuli, BA, PGCE (UNIZULU)

G Bhengu, Dip (Business Management) (Richtek)

Messenger

Vacant

Accounting & Auditing

Associate Professor

M Livingstone, BCom (WITS), BComptHons (Acc) (UNISA), CA (SA)

Senior Lecturers

MT Mthimkulu, BComHons (UNIZULU), HCert (Taxation) (UP), SSTC (Indu), MBA (MANCOSA)

C Van Heerden, BComHons (Acc) (UKZN), CA (SA)

S Khomo, BCom, BAcc (WITS), CA (SA)

T Reddy Jankeepsad, BCom (Acc), BComHons (Acc) (UKZN),

MCom (Taxation) (Rhodes), CA (SA)

R Jankeepsad, BCom (Acc), BComHons (Acc) (UKZN), MCom

(Taxation) (UP), CA (SA)

ACG Weyers, MTech (Cost & Management Acc) (CUT), PhD

(Management Acc), PGDHE (UKZN)

K Keal, BCom (Acc) (RU), CA (SA), AdvDip (CIMA) MA

MC Gwala, BCompt (UNISA), PGDA (UCT), CA (SA), M (Acc) (UKZN)

IAS Vally, ACMA, CGMA, M (Acc) (UKZN), CA (SA)

A Soldat, B (Acc), PGDip (Acc), PGDHE (UKZN), CA (SA)

Lecturers

F Nel, BSc (UFS), Dip (Datamatrix) (UNISA)

IN Mthembu, BCom (MIS), Hons (Development Studies), MA (Development Studies) (UNIZULU)

AN Ngobese, MCom (IA) (UJ), BComHons (Acc), BCom (Acc) (UFS)

MC Madwe, Dip (Acc), BTech (Cost & Management Acc), M (Acc) (DUT)

IA Mohan, MCom (Acc) (University of Kerala), BEd (University of Annamalai), Cert (Assessment of Learning in Higher Education) (UFS)

Administrator

NIL Khumalo, BCom (MIS) (UNIZULU)

Business Management

Professor

Vacant

Senior Lecturer

MF Vezi-Magigaba, BA, BAHons, DCom (UNIZULU), MBA (JSU, USA)

S Zhou, BScHons (Zimbabwe University), BComHons (UNISA),

MCom (Great Zimbabwe University), DCom (UNIZULU)

Lectures

K Ampofo-Twumasi, BScHons, Dip (Education) (GH), BHons (B&A), MBA (SU)

S Heeralal, BComHons, MCom (UKZN) LLB (UNISA)

NA Koenane, BAdminHons (Ind Psych), Dip (Public Admin)

(UNIZULU), Pham (UDW), PGDip (Labour Law), M (Management) (SBS), MAdmin (UNIZULU), MA (UFS)

TI Maseko, BCom, BComHons, MCom (Business Management)

GENERAL CALENDAR

	PGCE (UNIZULU) V Mntambo, BCom, BComHons, MCom, Dip (Public Admin), PGCE (UNIZULU), M (Management) (SBS), NSC (Swinton College) NSD (MUT) MR Dengetsha, Dip (Law) (Asmara University), BA (Addis Ababa University), PGDip (Business Management), MBA (UKZN) SD Nkonde, BCom, BComHons, MCom (Business Management) (UNIZULU)
Economics	
Professor	DD Tewari, BSc (Ag and AH), MSc (Ag), (Rural Banking & Agricultural Economics) (GBPant University, India), MSC, PhD (University of Saskatchewan, Canada) I Kaseeram, BSocSci, BSociSchHons, MSocSci (Economics), PGDip (HE) (UKZN), DCom (UNIZULU)
Lecturers	FJR Tarwireyi, BCom, MCom (UFH), BComHons (RU) TR Mtshengu, MCom (UKZN), BCom, BComHons (UNIZULU) N Nxumalo, BCom, BComHons, MCom (UNIZULU) YN Nkomo, BCom, BComHons, MCom (UJ) M Sekome, BCom, BComHons, MCom (UJ) T Mokoma, BCom, BComHons, MCom (NWU)
Law	
Professors	Vacant D Iyer, BProc (UND), LLM (UNISA), LLD (UNIZULU), Attorney of the High Court of SA
Senior Lecturers	K Naidoo, BProc (UKZN), LLM (UNISA), LLD (UNIZULU), Attorney of the High Court of SA L Ramaccio-Calvino, BProc (UP), MBA (USQ-Australia), LLM (UNISA), LLD (UNIZULU), Attorney of the High Court of SA HC Schoeman, BLC, LLB (UP), LLM (UNISA), Dip (Corporate Law) (UJ), Advocate of the High Court of SA
Lecturers	MT Matadi, LLB (UWB-Congo), LLM (UKZN), LLD (UNIZULU) MC Buthelezi, BProc, LLM (UDW) L Munsamy, BCom LLB, AdvProg (Supply Chain Management) (UNISA), PGCert (Management) (Buckinghamshire College), PGDip (Law) (London), Attorney of the High Court of SA XS Khanyile-April, LLB (UNIZULU), LLM (UP), Attorney of the High Court of SA SW Sibiyi, LLB, LLM (UKZN), Attorney of the High Court of SA M Moeletsi, TEFL (UNISA), M (International Business) (Monash SA), LLB (UNISA), AdvDip (Labour Law), (UJ), BAdmin (Andrews University, USA), BJuris (NWU) ZZ Sibiyi, LLB (UNIZULU), LLM (UP) K Guy, LLB, LLM (UKZN)
Centre for Legal Services	MV Ngobese, BProc, LLB (UNIZULU), Attorney of the High Court of SA
Public Administration	
Professor	RM Mthethwa, BAdmin, BAdminHons (UNIZULU), MA (University of Manchester, UK), DAdmin (UP)
Senior Lecturer	NN Jili, BAdmin (UKZN), BAdminHons, MPA (UNIZULU), DAdmin (UKZN)
Lecturers	SP Nkosi, BAdmin, BAdminHons, MPA (UNIZULU) ML Sibiyi, BAdmin, BAdminHons, MPA (UNIZULU)

GENERAL CALENDAR

FACULTY OF EDUCATION

Faculty Office: **Education Building** **Contact Details: 035-902-6348**

Interim Dean	MSN Mabusela, BPaed, BEdHons (Vista), MEd (RAU), DEd (UNIZULU), Cert (Economics & Public Finance), University leadership (Stellenbosch), PGDHE (UKZN), Senior leadership (UKZN extended learning)
Acting Deputy Dean (Teaching & Learning)	S Govender, BA (UDW), BEdHons, EMD, MEd (RAU), DEd (UNIZULU), HDE (UDW)
Acting Deputy Dean (Research & Innovation)	MM Nkoane, BAE, BEdHons (Vista University), MEd (Ed Psych) (UNIN), PhD (Incl. Ed) (UFS)
Faculty Manager	P Mtotywa, Cert (Financial Management) (EL College), BAdmin (PA) (UFH)
Faculty Officer	NG Nyawo, Cert (Project Management) (BSU), NDip, BTech (DUT), PGCert (Education) (UNISA)
Resource Centre Librarian	S Feketshane, BBibl (UFH), BiblHons (UKZN)
Senior Library Assistant	TD Mdletshe, NDip (LIS)
Faculty Secretary	Vacant
Administrative Assistant	TK Mthembu, Cert (Office Admin) (Richfield)

Arts & Languages Education

Professor	Vacant
Senior Lecturers	P Pillay, BPaed, MA (UDW), BEdHons (UNISA), BAHons, PhD (UNIZULU) WNZ Mthembu-Ngema, BPaed, BEdHons, BAHons, MA (SU) PhD (UNIZULU)
Lecturers	TF Mngomezulu, SSTD, BPaed, BEdHons, MA (UNIZULU) ZV Hlatshwayo, SSTD, BPaed, BEdHons (UNIZULU), BAHons (Natal), MEd (UKZN) JF Magwaza, BAHons, MA, HDE (WITS) LLP Bele, BA, BEdHons, HDip (LIS), UED, MEd (UNIZULU). NP Khumalo, SSTD, BPaed, BEdHons, MEd (UNIZULU) Cert (ABET), HDip (ABET), NDip (HRM) (UNISA) KA Gazu, SSTD, BPaed, BAHons, MA (Applied Linguistics), PhD (UNIZULU) ZP Msweli, SSTD, BPaed, BAHons, MA (UNIZULU), Cert (ABET) (UNISA) CP Nyathikazi, STD (Esikhawini College), BA (UNISA), BAHons, MA, PhD (UNIZULU) TS Dlamini, BEd, BEdHons, MEd (UKZN)
Administrative Assistant	J Maistry-Reddy Higher Cert (Archives & Records Man) (UNISA)

Curriculum & Instructional Studies

Professor	Vacant
Senior Lecturer	S Govender, BA (UDW), BEdHons, EMD, MEd (RAU), DEd (UNIZULU), HDE (UDW)

GENERAL CALENDAR

Lecturers	<p>HR Mhlongo, JSTC (ESHOWE), BA, BAHons, MEd, DEd (UNIZULU), Cert (Local Government Admin & Management) (UNISA)</p> <p>N Maluleke, BEd (SPF), BEdHons (UL), MEd (George Washington University) PhD (WITS)</p> <p>HR Mhlongo, JSTC (ESHOWE), BA, BAHons, MEd, DEd (UNIZULU), Cert (Local Government Admin & Management) (UNISA)</p> <p>PN Khumalo, BPaed, BEdHons (UNIZULU), MEd (UKZN), ACE (Life Orientation), Cert (ABET), PGDip (Tertiary Education) (UNISA), Dip (Advance Management) (MANCOSA)</p> <p>PB Ngubane, SSTD, BPaed, BEdHons (UNIZULU), ABET Cert (UNISA), MEd (Curriculum & Instructional Studies) (UNIZULU), Vocational Education OP (UFS), D.Ed. (Curriculum Studies) (UNIZULU)</p> <p>N P Dlamini, BA (UNIZULU), ABET (UNISA), BScHons (UNIZULU), PGCE (UKZN), MEd (Concordia University), PhD (UNIZULU)</p>
Administrative Assistant:	D Chetty-Sherief, NDip (PA) (Damelin)
Early Childhood Education	
Associate Professor	TA Mbatha-Ngubane
Programme Coordinator	Vacant
Senior Lecturer	SCB Xulu, PTD (Ndumiso), BA, BAHons, MA, PhD (UNIZULU)
Lecturers	<p>C Luthuli, SSTD, BPaed, BEd, MEd (UNIZULU), MEd (Env Ed) (UNIZULU collaborating with UNISA), Cert (Mathematics Teaching) (UNISA)</p> <p>ZE Mtshali, PTD (Ndebele), BA, MA (UNIZULU), BAHons (SU), Dip (Total Quality Management) (UNISA)</p> <p>ECA Kok, BSc, BScHons, HDE (UNPmb), MA (UFS), PhD (UJ)</p>
Administrative Assistant	D Sherief Chetty, NDip (PA) (Damelin)
Educational Psychology & Special Education	
Professors	<p>MM Hlongwane, BA, BAHons (Counselling), MEd (Ed Psych) (Natal), DPhil (Psych) (UNIZULU), JSTC</p> <p>DR Nzima, BA, MA (Clinical Psych), PhD (Community Psych) (UNIZULU), BAHons (Psych), BEdHons (UNISA), UED</p>
Associate Professors	<p>S Govender, BA, MEd (Ed Psych), PhD (Community Psych) (UNIZULU), BAHons (UDW), HDE</p> <p>MM Nkoane, BAE, BEdHons (Vista University), MEd (Ed Psych) (UNIN), PhD (Incl. Ed) (UFS)</p>
Lecturers	<p>GV Gumede, BPaed, MEd (UNIZULU), BEdHons (UKZN), STD</p> <p>D Kent, AdvDip (Clinical Child Neuropsych) (Jyvaskyla), FETC (University of Zimbabwe), BScHons (Psych) MSc (Ed Psych) (University of Zimbabwe), DEd (Ed Psych) (UNIZULU)</p> <p>LO Makhonza, BA, STD, BAHons (Psych) (UNISA), MEd (Ed Psych), DEd (UNIZULU)</p> <p>SS Makhubu, B (Psych), MEd (Ed Psych), (UNIZULU), PGCert (Education)</p>

GENERAL CALENDAR

Administrative Assistant	TP Mngomezulu, NDip (HR) (MUT), BPsych, PGCert (Education), MA (Counselling), DPhil (Psych) (UNIZULU) BP Nkwanyana, BAdminHons. MEd, DEd, PGCert (Education) (UNIZULU) EXS Zwane, BA, BEdHons (UNIZULU), UED ZH Mkhonza, NPDE (NWU)
Child Guidance Clinic (CGC)	
Internship Supervisor	Mrs F Khan, BSoc (Sc), Hons, MSoc (Sc) (NATAL)
Coordinator/Admin Assistant	VH Khanyile, BA (UNIZULU), NDip (Office Admin) (Man Tech) (Ed Psych Clinic)
Education Professional Practice	
Coordinator and Head: Education Professional Practice	MM Mngomezulu, BA, BEdHons, Cert (Computer Tech) (UNIZULU), Dip (Salesmanship) (Damelin), MA (Miami), UED
Lecturers	MD Luvuno, BA, BAHons, MA (UNIZULU), Cert (ABET), (UNISA), STD RG Mkhasibe, BPaed, BEdHons, BBibHons, MEd, Dip (Sch. Libr, Dip (Public Admin) (UNIZULU), Cert (HRM), Cert (ABET), Cert (HIV / AIDS Counsel) (UNISA), MFMP (UP), DEd (UNIZULU) STD AM Mzimela, BA, BEdHons (UNIZULU), PGDip (HIV / AIDS Management) (Limpopo), Dip (HRM) (Damelin), MPhil (SU), MEd, DEd (UNIZULU), STD NH Ndaba, BPaed, BEdHons MEd (UNIZULU), SSTD
Cluster Coordinators	Vacant
Departmental Secretary	Vacant
Administrative Officer:	HL Viljoen, BA (UNIZULU)
Administrative Assistant	SM Gumede, NDip (UNIZULU), PGCert (Education) (UNISA)
Faculty Laboratory Technician	MP Manyoni, BCom, MIS (UNIZULU)
Educational Foundations & Management	
Professor	CJG Bender, BA, BAHons, BEdHons, MA (Psych), MA (SW), PGCHE, DEd (UP), HED (PG) (UNISA), Cert (Higher Education Management) (WITS)
Senior Lecturers	Vacant IS Kapueja, BPaed, BEd, DEd (UNIZULU), MEd (UFS), JSTC, PGDip (Adult Education) (Natal)
Lecturers	AB Buthelezi, BPaed, BEdHons, MEd (UNIZULU), HCert (ABET), Cert (Managing Employment) (UNISA), Cert (PT) (Damelin), SDF Prog. (EDUTEL), Assessor Prog. Competitive Edge & Consulting LC Mthethwa, SSTD, BPaed, BEdHons, BAHons, MEd (UNIZULU), ABET (UNISA), ACE Maths Lit (UKZN), AIM (UCT) LP Sibisi, BPaed, BEdHons, MEd, STD (UNIZULU), Cert (Human Resources Management), Cert (Entrepreneurship & Small Business Management), Cert (HIV/AIDS Care & Counselling), AdvCert (Tourism Education), Cert (ABET) (UNISA) TZ Ngidi, JSTC (Madadeni) Cert (ABET), FED (Natal) (UNISA), BA, BEd, MEd, DEd (UNIZULU)

GENERAL CALENDAR

	MJ Gina, STD (Umlazi College), BTech (Technikon Pretoria), MTech, DEd (TUT) VS Xulu, DEd, MEd, BEd, BA (UNIZULU), PTC (Madadeni) N Zuma, BAdmin, BAdminHons (UNIZULU)
Administrative Assistant	
Mathematics, Science & Technology Education	
Senior Professor	Vacant
Professor	Vacant
Associate Professor	Vacant
Senior Lecturer	BG Ndawonde, BSc, BScHons, PGCE, MEd, DEd (UNIZULU), PGDip (HE) (Rhodes University)
Lecturers	A Chibisa, BCom (University of Zimbabwe), Dip (Ed) (University of Zimbabwe), MSc (NUST) TW Chinaka, BSc, MEd, DEd (UNIZULU) RC Gayadeen, NHD (Post School), NTD (Technical) (DUT), TTD (Electrical) (NTB), NTC (HOA), MEd (UDW), PJ Kok, HED (UFS), BEdHons (Science), MEd, DEd (UNIZULU) A Krishnannair, BSc, BEdHons, MEd, PhD (UKZN) A Sondlo, BEd, BScHons, MSc (WITS) NH Ngwenya, BPaed, BEdHons, MEd (UNIZULU), SSTD T Talasi, BSc, PGDip (Education) (NUL), BScHons (Science Education), MSc (Science Education) (WITS) MG Tshabalala, BSc, UED, BEdHons (UNIZULU), MA (UFS) NM Gumbi, BSc, BScHons, MSc (UNIZULU)
Senior Laboratory Assistant	MI Maikoo, BSc, BScHons (UKZN), PGCE (UNISA)
Administrative Assistant	ZH Mkhonza, NPDE (NWU)
Social Sciences Education	
Professor	Vacant
Associate Professor	Vacant
Senior Lecturer	DW Mncube, PGCert (Education), BScHons, DEd (UNIZULU), MSc (WITS) BT Gamede, SSTD, PGDip (Dev Studies), BPaed, BEdHons, DEd (UNIZULU), Cert (Business Management), Dip (Business Studies) (MANCOSA), Cert (ABET), Dip (ABET), Dip (Local Gov), Dip (HRM) (UNISA), MBA (MANCOSA)
Lecturers	Brett, BA, BAHons, HDE, MA (Environmental & Development) NM Chalufu, BPaed, BEdHons (UNIZULU), MEd (Bowling Green), SSTD MC Dube, SSTD, BPaed, BAHons (History), MA, DEd (UNIZULU), AdvCert (Acc) (UNISA) S Mokoena, Cert (HRM), BCom, BComHons, MCom (Business Management) (UNIZULU), PGCE (SP & FET Teaching) (UNISA) KG Mkhwanazi, SSTD, BPaed, (UNIZULU), MBA (Regent), MBA (MANCOSA) MR Makhumate, BCom (Education) (Vista), Dip (Commerce) (Technikon North West), MBA (De Montfort University US)
Administrative Assistant	N Zuma, BAdmin, BAdminHons (UNIZULU)

GENERAL CALENDAR

FACULTY OF SCIENCE & AGRICULTURE

Faculty Office	Natural Sciences Building	Contact Details: 035-902-6649
Dean	NW Kunene, BSc (Agriculture) (UNISWA), MSc (Agriculture), PhD (Agriculture) (UKZN)	
Deputy Dean Research & Innovation	KC Lehloeny, BSc (Agriculture) (NUL) BScAgricHons, MSc (Agriculture), PhD (Agriculture) (UFS)	
Deputy Dean Teaching & Learning	P Mudali, BScHons (Computer Science), MSc (Computer Science) PhD (Computer Science) (UNIZULU)	
Faculty Manager	M Poswa, MSc (UP) LLM (UKZN) PGDip (Assessor & in Higher Education) (RU) Pr. Sci. Nat Ecological Science	
Faculty Officer	LE Shandu, Dip (Office Admin), Dip (Public Admin) (UNIZULU), Cert (Stress Management)	
Secretary	BP Kunene, HCert (Computer Literacy) (Avuxeni Computer Academy)	
Agriculture		
Professors	NW Kunene, BSc (Agriculture) (UNISWA), MSc (Agriculture) PhD (Agriculture) (UKZN) GE Zharare, BScHons (Crop Science) (University of Zimbabwe), MScCrop (Physiology) (Reading University, UK), PhD (Agronomy) (Queensland, AUS)	
Associate Professor	KC Lehloeny, BSc (Agriculture) (NUL), BScAgricHons, MSc (Agriculture), PhD (Agriculture) (UFS)	
Senior Lecturer	FN Fon, BSc (Biochemistry) (Buea, Cameroon), BScHons (Biochemistry), MSc (Agriculture), PhD (Agriculture) (UKZN) M Sibanda, BSc (Agriculture Economics), BScHons (Agriculture Economics), MSc Agriculture, (Agriculture Economics), PhD (Agriculture Economics) (UFH)	
Lecturers	BS Tlali, BSc (Agriculture Economics) (UNIZULU), MSc (Agriculture Economics) (UP) SP Dlodla, BSc (Agriculture) (Animal Science), BScHons (Agriculture), MSc (Agriculture) (UNIZULU) GH Wilsenach, BSc (Agriculture Economics), BScHons (Bus Admin) (SU), NDip (Agriculture), BTech (MUT) NM Motsa, Dip (Agriculture), BSc (Agriculture) (UNISWA), MSc (Agronomy) (UP), PhD (Crop Science) (UKZN)	
nGAP	S Phoku KPM Lekola ZL Ndou	
Secretary	RT Phakathi, Dip (Pub Admin), BA (Development Studies) (UNIZULU), HDip (Community Work) (UNIZULU)	
Laboratory Technician	L Maupa, NDip (Analytical Chemistry) (N. Gauteng)	
Senior Laboratory Assistant	RS Hlophe, BScHons (Biochemistry) MSc (Agriculture) (UNIZULU)	
Laboratory Assistants	S Moloi, BSc (Agriculture) (Animal Health) (NWU), MSc (Animal Nutrition) (Kaposvari Univeristy –Hungary)	
Farm Manager	M Sibanda, BSc (Agriculture Economics), BScHons (Agriculture Economics), MSc (Agriculture Economics), PhD (Agriculture Economics) (UFH)	
Farm Foreman	Vacant	
Farm Driver	MF Mathenjwa	
Farm Assistants	A Biyela N Biyela	

GENERAL CALENDAR

H Duma
 B Khumalo
 K Khumalo
 SW Makhathini
 Z Mthiyane
 P Mthiyane
 E Ndlovu
 G Ngema
 S Nzuza
 SL Tshabalala
 K Zwane

Biochemistry & Microbiology

Professor AK Basson, MSc (PU for CHE), DSc (Microbiology) (UNIZULU)
 Associate Professor E Madoroba, PhD (Microbiology) (UP)
 K Syed, PhD (Biochemistry) (Sri Krishnadevaraya University, India)
 MS Mthembu, BScHons, MSc (UNIZULU) PhD (DUT) PGDip (HE) (UKZN), ULDP (USB), RS (RU)
 Lecturers J Shandu, BScHons, MSc (UNIZULU)
 ML Ngwenya, BScHons, Dip (Public Admin), MSc (UNIZULU)
 Senior Laboratory Assistants ZG Ntombela, MSc (Microbiology) (UNIZULU)
 TG Dube, BSc (Hydrology & Microbiology) (UNIZULU)
 Laboratory Assistants RD Mthembu
 MLC Mkhwanazi

Botany

Professor H de Wet, MSc, HEd, (UFS), PhD (UJ)
 Senior Lecturers NR Ntuli, BScHons, MSc, PhD (UNIZULU)
 THC Mostert, PhD (UP)
 CM van Jaarsveld, MSc (UNW); PhD (UFS)
 Senior Laboratory Assistants Z Mbele, MSc (UNIZULU)
 Laboratory Assistants S Ngubane, BScHons (UNIZULU)
 ZBTG Ngcobo, NDip (Chem Eng) (MUT)
 PN Sokhela, BScHons (UNIZULU)

Chemistry

Senior Professor & SARChI Chair N Revaprasadu, BScHons (Natal), PhD (London), Dip (Imperial College)
 Professor TE Motaung, BSc (UNIN) (FS) PhD (UFS)
 Associate Professor VSR Pullabhotla, BScHons (Andhra University-India), MSc (Eng) (JNT University, India), PhD (UKZN)
 T Govender, PhD (Chemistry) (UKZN) (part time lecturer)
 Senior Lecturers TV Segapelo, BScHons, MSc (UWC), PhD (UJ)
 Lecturer SE Mavundla, PhD (UWC)
 Senior Laboratory Assistants NM Sibiyi, ND (Cape Tech), BScHons (UNISA)
 Laboratory Technologist NL Khumalo, BScHons (WITS)
 Lab Assistant PW Zibane, BScHons (UNIZULU),
 SZ Ncanana, BScHons, MSc (Chemistry) (UNIZULU)
 Laboratory Helpers N Ntshangase
 SZ Mkhwanazi, BAdmin (UNIZULU)

Computer Science

Senior Professor MO Adigun, PhD, MSc, BSc (Combined Hons), (IFE), MIEEEE, PMACM, MSAICSIT

GENERAL CALENDAR

Associate Professor	Vacant
Senior Lecturer	P Mudali, PhD (Computer Science), MSc (Computer Science) BScHons (Computer Science) (UNIZULU)
Lecturers	GE Ojong, MSc (Loughborough), BScHons (London) IN Ezeji, MSc (Computer Science) (UNIZULU), BScHons (Computer Science) (University of Calabar Nigeria), SU Mathaba, MSc, BScHons, BSc (UNIZULU) P Tarwireyi, MSc (Computer Science) (UFH), BScHons (Computer Science) (RU), BSc (UFH), MSAICSIT, MIITP NC Sibeko, MSc (Computer Science), BScHons (Computer Science) (UNIZULU)
nGAP Lecturer	
Computer Literacy instructors	T Ndlovu, BScHons (Computer Science) (UNIZULU) HS Zulu, BScHons (Computer Science) (UNIZULU)
Laboratory Technologist	S Fatyi, BSc (Computer Science) (UNIZULU)
Secretary	KM Enslin, BA (Health Science & Social Services) (Applied Psychology) NDip (Management Assistant) (Lower Umfolozi)
Consumer Science	
Associate Professors	U Kolanisi, B (Human Ecology) (UWC), M (Consumer Science), PhD (North West PUK)
Senior Lecturer	CJ du Preez, B (Home Economics) (Stell), HDE (UNISA), MSc, PhD (Wageningen Univ Netherlands)
Secretary	N Nxele Dip (Office Admin) (Varsity College)
Lecturers	TP Kheswa, BSc (Home Economics) (Natal), BEd, B (Home Economics), Hons (UNIZULU), MCom (Nutrition) (University of Queensland, Australia), PhD (UKZN) NK Ndwandwe, B (Home Economics) (UNIZULU), Dip (Information Tech) (Working World), M (Consumer Science) (NWU), PhD (UKZN) NC Shongwe, BSc (Home Economics) (UNISWA), BSc (Agric Food Science) Hons, MSc (Agriculture) (Food Science) (UFS) ME Chibe, Dip, BTech, MTech (Food & Beverage Management) (VUT) J Benadé, BSc (Home Economics) (UFS), B (Home Economics), Hons (UNIZULU)
Laboratory Assistants	N Ngwane, Dip (Consumer Science: Food & Nutrition) BTech (Consumer Science: Food & Nutrition) (DUT)
Laboratory Assistant/Chef	Vacant
Laboratory Helper	Vacant (Richards Bay Campus) Vacant (KwaDlangezwa Campus)
Geography & Environmental Studies	
Senior Lecturer	ML Mdoka, BScHons (Applied Physics, NUST), GradDip Meteorology (Australia), MSc (Climatology), PhD (Climatology) (UCT)
Senior Lecturer	I Moyo, BAHons, GRAD CE (Zim), MA, PhD (UNISA)
Senior Lecturer	NB Mbatha, BSc (Physics & Electronics) (UNIZULU), BScHons, MSc (Physics) (UWC), PhD (Atmospheric Physics) (UKZN)
Lecturers	AT Mthembu, BEd, BAHons, STD, MA (UNIZULU) NP Ndimande, BAHons (UNIZULU), MSc (Oklahoma State) S Xulu, BScHons, PGCE (UNIZULU), MSc (SU), PhD (UKZN)
n-Gap Lecturer	J Mzimela, BSc, BScHons, MSc (Environmental Science) (UKZN)
Laboratory Assistant	LC Shongwe, BA (Enviro. Plan. & Dev.), BAHons (UNIZULU)
Administrator	D Khumalo, NSC (Swinton Rd Col), BCom, BAHons (UNIZULU)

GENERAL CALENDAR

Hydrology

Professor	V Elumalai, MSc (Madras), PhD (Anna) Pr. Sci. Nat.
Senior Lecturer	BK Rawlins, BScHons (Exeter), MSc (UNIZULU) Pr. Sci. Nat.
Lecturer	PO Ocholla, BEdHons (Egerton), MSc (UNIZULU)
Lecturer	SC Mazibuko, BScHons (UNIZULU), MSc (RU) Cand. Sci. Nat
nGap Lecturer	MM Shabalala, MSc (UKZN) Cand. Sci. Nat
Senior Technician	MG Makwela, BScHons (UNIZULU) Cand. Sci. Nat
Laboratory Assistant	DBX Makhathini, BAdmin (UNIZULU)

Hydrological Research Unit

Acting Director	BK Rawlins, BScHons (Exeter), MSc (UNIZULU) Pr. Sci. Nat.
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Human Movement Science (Biokinetics)

Professors	B Shaw, BA (Humanities), BAHons (Sport Science), BAHons (Biokinetics), MPhil (Biokinetics) (RAU), DPhil (Biokinetics) (UJ) I Shaw, BA (Humanities), BAHons (Biokinetics), MPhil (Biokinetics) (RAU), AdvDip (Higher Education) (UFS), DPhil (Biokinetics) (UJ)
Senior Lecturers	A van Biljon, BA (Human Movement Science) (UP), BScHons (Kinderkinetics), MSc (Kinderkinetics) (UNIZULU), PhD (Kinderkinetics) (UNIZULU) ML Mathunjwa, BSc (Sport Science), BScHons (Sport Science), MSc (Sport Science), PhD (Sport Science) (UNIZULU)
Lecturers	C Gouws, BA (Human Movement Science), BAHons (Kinderkinetics) (NWU), MSc (Kinderkinetics), PhD (Kinderkinetics) (UNIZULU) G Breukelman, BA (Human Movement), BScHons (Biokinetics), MSc (Sport Science), PhD (Sport Science) (UNIZULU) PB Ndluvo, BScHons (Sport Science) (NUST), MSc (Sport Science) (SU) H Erasmus, BScHons (Biokinetics), MSc (Constraints to Physical activity & Wellness), PhD (Rugby injury prevention, Movement Education) (NWU), Dip (Sport & Movement Science) (Leipzig University, Germany) L Millard, B (Human Movement Science) BAHons (Human Movement Science: Sport Science), M (Human Movement Science) (NMU)
Secretary	N Nxele Dip (Office Admin) (Varsity College)
Laboratory Assistant	Vacant

Mathematical Sciences

Professor	Vacant
Associate Professor	SS Xulu, BScHons (UNIZULU), MSc (UCT), Dip (Data) (UNISA), PhD (UNIZULU)
Senior Lecturer	S Krishnannair, BEd (Maths) (India), MSc (Maths) (India), MSc (Eng) (SU), PhD (SU) M Matadi, BScHons (Maths) (University of Kinshasa), MSc, PhD (Applied Maths) (UKZN)
Lecturers	SL Thilahun, BScHons, MSc (AAU, Ethiopia) PhD (USM) Malaysia J Cloete, BScHons (Natal) MW Kubheka, MSc (UKZN) NM Mkhize, MSc (UKZN) PL Zondi, BScHons (UNIZULU), MSc (AIMS) S Sibiyi, BScHons (UKZN), MSc (UKZN)
nGAP Lecturer	WJ Dlamini, MSc, BScHons, BSc (UKZN)
Secretary	OD Zibani, BA, Dip (Public Admin), PGCE (UNIZULU)

GENERAL CALENDAR

Nursing Science

Associate Professor	J Kerr, DNE, DNA, M Cur (Stellenbosch), PhD (UKZN), RN, RM, CHN, OHN,
Senior Lecturers	RM Miya, B Cur (UNIZULU), M Cur (UKZN), DLitt et Phil (UNISA), RN, CHN, PSYCH Vacant
Lecturers	NF Ngcobo, B Cur Hons, M Cur (UNIZULU), RN, RM, Dip (Psych), CHN AS Joubert, B Cur (UP), MCur (UP), RN, RM, Dip (Nursing Education) (UNISA) ST Madlala, Dip (RN), (CHN), (Psych), Mid (FSSON), AdvDip (NA), (NE), (UNISA), B Cur Hons (UNISA), BTech (OHN) (TUT), M Tech (DUT) NSB Linda, B Cur (E et CHN) (UNISA), MN (UKZN), PhD (UWC), RN, RM, Intensive Nursing Science RN, RM, F.O. Nyalunga, MN, Dip (RN), (RM), (CHN), (Psych), PGDip (Midwifery & Neonatal Nursing Science), DNEd, DNASE Mgozeli, MCur (UP), RN, RM, RPN, CHN, DNED, DNA
Secretary	NT Makhoba, BAHons, PGDip (Education), (UNIZULU)
Clinical Instructors	GALZ Ntombela B Cur, B Cur E et A (UNIZULU) N Magoso, B Cur (UNIZULU), RN, RCHN, PSYCH

Physics and Engineering

Professor	Vacant
Associate Professors	JZ Msomi, BScHons, MSc, PhD (UKZN), PGDHE (UKZN) SS Ntshangase, BScHons, MSc (UNIZULU), PhD (UCT), MSAIP, PGDIHE (UKZN)
Senior Lecturer	T Jili, BScHons (UNIZULU), MSc (Atlanta, USA), PhD (WITS), MSAIP, Pr. Phys CL Ndlangamandla, BScHons, MSc, PhD (UNIZULU) MSAIP, Pr.Phys
Lecturers	B Kibirige, BSc (Eng) (MUK), MSc (Eng), PhD (Eng) (WITS), PM_ISES, MSAIP SS Nkosi, BScHons, MSc, PhD (UNIZULU), MSAIP, PGDHE (UKZN)
nGAP Lecturer	PN Biyela, BScHons, MSc, PhD (UNIZULU), MSAIP, PGDip (HE) (UKZN)
Senior Laboratory Assistant	NP Chonco, BScHons, MSc (UNIZULU), MSAIP PS Mkwae, BScHons, MSc (UNIZULU)
Temporal Senior Lab Assistant	T Mpanza, BScHons, MSc (UNIZULU)
Laboratory Technician	NS Khanyile, Computer hardware and Software A+, N+ (Mega Training)
Secretary	NC Mothapo, Dip (Sec) (Working World)

Science Access Programme

Lecturers	N Morojele-Mathibeli, MSc (Ed) (Southampton) TE Buthelezi, MSc (UNIZULU) S Mlambo, PhD (UP) J Chizanga, MA (USB) S Naras, BScHons (UDW) S Ntenti, BSc (WITS), BScHons (UJ) Komi Afassinou, PhD (UKZN) M Ramulindo, MSc (UNIZULU)
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GENERAL CALENDAR

Q Schutte, MSc (UNIZULU)

Science Centre

Director	D Fish, BSc (Physics) (UCT), BScHons (Physics) (UCT), HDE (UCT), PhD (Physics) (UKZN), PrPhys
Operations Manager	C Thethwayo, MSc (Physics) (UNIZULU)
Secretary	S Mthembu
Projects Officer	N Malinga, BSc Hons (UNIZULU)
HIV AIDS Manager	D Thambaran, BSc (Enviro) (UKZN), PGDip (Education) (UNISA)
IKS Manager	M Nxumalo, PDRT (Hons) (UNIZULU), Cert (SciCom) (Stellenbosch), PGDip (Education) (UNISA), BA (Tourism) (UNIZULU), Cert (Project Management) (Exec. Education)
Exhibit Facilitator 1	R Nzimakwe
Exhibit Facilitator 2	S Mthiyane

Zoology

Associate Professors	HL Jerling, PhD (UPE) L Vivier, MSc (UP), PhD (UNIZULU)
Lecturers	HMM Mzimela, MSc (UNIZULU), SSTD SN Mpanza, MSc (UNIZULU) NF Masikane, BScHons (UNIZULU), MSc (NMU), PhD (UKZN)
Senior Laboratory Assistants	N Nariensamy-Venkatasalu, BScHons (UNIZULU) M Mothwa, BScHons (UL)
Senior Technician	R Seabi, BScHons, (UL)
Administrative Assistant	NFC Mbongwa, (Office Management & Technology) (DUT)
Laboratory Assistants	M Mhlongo M Zondo

GENERAL CALENDAR

ADMINISTRATIVE & SUPPORT STAFF**VICE-CHANCELLOR**

Vice-Chancellor	XA Mtose, BA (UFH), HDE (Primary) (UCT), BA Hons (RU), MPhil (Higher Education) (US), PhD (Psychology) (UKZN)
Executive Secretary Director	NFJ Bhengu, NDip (Commercial Admin) (ML Sultan Technikon) JN Mashiya, DEd, MEd, BEd, BA (UNIZULU), PTD (Ntuzuma College of Education), Cert (HRM) (UNISA)
Project Coordinator	B Marovatsanga, B (Tourism), BAHons, MA (Recreation & Tourism) (UNIZULU)
Administrative Officer	P Ketani, NDip (Management) (WSU)

International Linkages

Internationalisation Manager	Vacant
Administrative Assistant	T Nsibande, BA (Comm, Inform & Tech), Dip (Public Admin) (UNIZULU)

DEPUTY VICE-CHANCELLORS

Deputy Vice-Chancellor (Teaching & Learning)	VS Nomlomo, JSTC (Cicirha College), BA, BEd (UNITRA), MEd (Sociolinguistics) (UCT), MPhil (General Linguistics & Second Language Studies) (USB), PhD (UWC)
Executive Secretary	Vacant
Deputy Vice-Chancellor (Research and Innovation)	MR Kgaphola, BScHons (Chemistry), PhD (Chemistry) (Leeds, UK), Cert (Financial Management) (UNISA)
Executive Secretary	THZ Ngcobo, BAdmin, BAdminHons (Public Admin) (UNIZULU)
Deputy Vice-Chancellor (Institutional Support)	SP Seepe, Dip (Science & ED), BScEd (Physics & Maths), PhD (Physics) (NWU), MSc (Physics) (WITS), MED Tech (Harvard University), Advanced Management Program (Henley Management College)
Executive Secretary	ST Mkize, NDip (Office Management) (MUT), BBAHons (MANCOSA)

FACILITIES MANAGEMENT DIVISION

Executive Director: Infrastructure	ST Mncwango, BA, PGDip, BEdHons (UWC), MSc (Town & Regional Planning), MSc (Project Management), Certs (Construction Safety & Quality Management, Project Management, Construction Law & Contract Management, Construction Planning & Control) (WITS)
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FINANCE DIVISION

Executive Director: Finance	PJ Du Plessis, BCompt, BAccHons (UFS), CA (SA)
Executive Secretary	NF Ntuli, BA, BAdminHons (UNIZULU)
Director: Financial Services	KC Madlala, BCompt, BComptHons, PGDip (Acc), PGDip (Applied Acc Sciences) (UNISA), CA (SA)

GENERAL CALENDAR

Director: Budget & Management Accounting Secretary to the Directors	Vacant SBT Sibiya
Financial Accounting	
Financial Manager	VN Thandazo, B (Acc) (UFS), PGDip (Applied Acc Sciences) (UNISA), CA (SA)
Assistant Accountant	Vacant
Assistant Accountant	E Mbangata, BCompt (WSU)
Assistant Accountant	WN Hlabisa, NDip (Acc) MUT, BTech (Taxation) DUT, PA (SA)
Recoveries Officer	R Hattingh, NCert (Office Management & Technology)
Treasury	
Treasury Manager	P Mjamba, IIA
Treasury Officer	NZ Buthelezi, NDip (HRM) (Umgungundlovu FET), BAdmin, BAdminHons (UNIZULU)
Grants & Projects Management	
Project Accountant	G Mtshali, BCom (Acc) (UNIZULU)
Project Accountant	S Hlatshwayo, BCom (Acc) (UJ), AdvDip (Acc Sciences) (UNISA)
Budget & Management Accounts	
Management Accountant	SS Dlamini, BCom (Acc) (UNIZULU)
Budget Officer	ZS Mpungose, Bcom (Acc) (UNIZULU)
Assets Management	
Senior Asset Officer	B Mabika, B Acc (UKZN), Cert (ULDP) (USB)
Assets Assistant Accountant	Vacant
Assets Assistant Accountant	XJ Khumalo, BCom (UNIZULU), PGDip (Project Management) (MANCOSA)
Assets Clerk	ZT Msane, Cert (Financial Management) (IQ Academy)
Assets Clerk	NV Sikakane, NDip (Hospitality & Tourism) (Stanford Business College)
Creditors & Expenditure	
Creditors & Expenditure Manager	R Tjale, Bcom (Acc), BComHons (Acc) (UFS)
Creditors Supervisor	J Dube, BCom (UNIZULU)
Sundry Payment Officer	N Mbeje, Bcom (Acc) (UNIZULU)
Creditors Clerk	PS Khumalo, NDip (Acc), BTech (Corp Adv Accounts)
Creditors Clerk	E Magagula
Creditors Clerk	T Shange
Admin Officer	NF Biyela
Admin Officer	COP Seopela, BA (UNISA)
Payroll	
Payroll Manager	KZ Makhathini, NDip (Financial Management), BCom (Industrial Psychology) (UNIZULU), Cert (Taxation) (UNISA)
Payroll Officer	CP Biyela, BCom (UNIZULU)
Payroll Officer	NG Mkhwanazi, NDip (Acc), BTech (Management), Cert (Specialist HRMP) (DUT), Tax Technician (The Tax Faculty of SA)

GENERAL CALENDAR

Student Accounts

Student Accounts Manager	Vacant
Student Accounts System Administrator	TS Makhathini, BCom (UNIZULU)
Debt Collections Officer	NF Mbatha, BCom (HRM), Cert (Finance for Non-Finance Managers)
Student Claims Officer	PW Mafundityala, NDip (Credit Management) (TUT)
Student Accounts Officer	JC Mashiyane, BAdminHons (UNIZULU), Cert (Finance for Non-Finance Managers)
Student Accounts Officer	V Sikhosana,

Financial Aid Office

Senior Financial Aid Officer	Vacant
Loans Officer	Vacant
Financial Aid Officer	NJ Ngema, BA, BAdmin, NDip (Public Admin), BAdminHons (Industrial Psychology) (UNIZULU)
Bursary Officer	Vacant
Assistant Loans Officer	NC Nyembe, BA (UNIZULU)
Assistant Bursary Officer	Vacant

HUMAN RESOURCES DIVISION

Executive Director	RT Ngcobo, BAdmin (UNISA), Cert (Industrial Relations) (WITS), BComHons (HRM) (UKZN), (Strategic HRM) (UCT), PGDip (Company Direction) (GIMT Sunning hill), Cert (Essentials of Management Coaching) (USB)
Secretary	BG Mkhwanazi, NDip (Office Management & Technology), Cert (Specialist Operations Management) (DUT), Cert (Executive Leadership Municipal Development Programme) (UP), Cert (Advanced Human Resource Management) (UCT)
Manager: Employee Relations & Wellness	T Lebakeng, BProc (UKZN), PGDip (Labour Law) (UJ), Advanced Labour Law (WITS), AMDP (UP)
Manager: Remuneration & Benefits	C Ngxito, MCom (Business Management) (UNIZULU), Cert (Leadership Programme) (USB), BComHons (HRM) (MANCOSA), NDip (HRM) (NMMU), Cert (HR Higher Education) (UP), Cert (HR Hiring Principles) (UNISA)
Manager: HR Business Partners	KT Msomi, BA (SW) (UNIZULU), BAHons (UJ), Dip (Labour Law) (UNISA)
Manager: Organisation Development & Transformation	L Kleinbooi, BA, HDip (Education), PGDip (Personnel Management) (UKZN), BAHons (Industrial Psychology), Programme (Applied OD) (UNISA)
Specialist: Learning and Development	NM Nsele, BComHons (Industrial Psych) (UNIZULU)
Specialist – Employee Wellness	SN Simelane, MA (Social Work) (Employee Assistance Programme) (UP), PGDip (Public Admin & HR) (UKZN), BA (Social Work) (UNIZULU), Advance Programme (OD) (UNISA)
Specialist – Remuneration	VL Mbukwana, NDip, BTech (HRM) (WSU)
HR Business Partners	ES Ferreira, BA (Industrial Psych & Industrial Sociology), Cert (Industrial Relations) (NWU) PC Nhlengethwa, BSocSci, PGDip (Industrial Relations) (UKZN) NN Mdletshe, BComHons (HRM) (UNISA), BCom (WITS), Cert (Supervisory Management) (UP) NP Matikinca, NDip, BTech (HRM) (DUT), Cert (Emerging Managers Programme) (UKZN)

GENERAL CALENDAR

HR Administrators	NE Buthelezi, Dip (HRM) (MUT), BTech (HR) (UNISA), BAdminHons (Public Admin) (UNIZULU) A Nduli, BCom (UNIZULU) W Mnguni, BAdmin, BAdminHons (Public Admin) (UNIZULU) LP Mthethwa, BCom, BComHons (UNIZULU)
Organisational Development Administrator	N Shandu, BAHons (UNIZULU), BCommHons (Industrial Psych) (UNISA)
HR Administrator - Payroll & Benefits	M Nxele, AdvDip (Office Management) (UNISA), Cert (Records Management) (Deal Training Consultant & Information Systems Management) (UNIZULU)
HR Administrator	NS Zondi, NDip (Public Relations Management) (DUT), NDip (HRM) (Mnambithi TVET College), Cert (VIP Payroll), Cert (Personnel Management) (Sage)
Administrative Assistant	PP Hlongwa, BA (Correctional Services) (UNIZULU) Dip (Education), NPDE, Cert (Education), ACE (NWU)

INSTITUTIONAL PLANNING

Executive Director	NO Cele, SSTD, BPaed (UNIZULU), MSc (University of Eastern Illinois), MEd (Resources Dev. & Management), BEdHons, PGDip (HRM) (UKZN), MAdmin (Labour Relations) (UDW), Cert (Higher Education) (WITS)
Executive Secretary	Vacant
Administrator: Special Projects	M Mc Kechnie, PGDip (Management) (RBS), NDip (Business Management) (CCT), HCert (Supply Chain Management) (CPUT), Cert (Business Communication) (UP), Cert (Report Writing) (UP), Management Development Programme (ETQA),

Grants Management Office

Grants Manager	CM Rasego, Cert (HR) (UCT), Cert (Social Impact Assessment) (UJ), Cert (Financial Management) (PAC), BA (Psychology & Sociology) (WITS), BAHons (UJ), MBA (NWU).
Financial Project Accountant	JZ Mthethwa, BCompt (UNISA)
UCDP Project Administrator	Vacant
Clinical Grants Project Administrator	SN Mdletshe, NDip (Taxation) (DUT)
HDI Grants Project Administrator	MG Zungu, BComHons (Public Administration) (UKZN), BTech (Public Management) (DUT), NDip (Public Management) (MUT)
Efficiency Grants Project Administrator	Vacant
IEG Grants Accountant	Vacant

HEMIS

Manager	AP Nongogo, AdvDip (Project Management) (UCT), NDip (Financial Information Systems) (WSU), Cert (Leadership Development Programme) (USB), Cert (HEMIS Systems) (Oracle Discoverer: Desktop Edition) (AdaptIT), Cert (Communication in a Business Environment) (NMMU), PGDip (Management Information Systems) (UCT)
HEMIS Officer	Z Fana, NDip (Information Technology) (WSU)

Institutional Research Office

Quality Advisor & Data Analyst	HH Janse van Vuuren, MA (Psych), BAHons (Psych) (UNISA), BA (Psych & Philosophy) (UP)
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GENERAL CALENDAR

Student Survey Co-ordinator PP Mbatha, BAdminHons (UNIZULU), Cert (TQM) (UNISA), NDip (HR) (Richtech)

Quality Assurance

Director Vacant
 Manager TA Ndimande, MEd (UKZN), NHDip (Medical Tech) (ML Sultan), Cert (Executive Leadership Development Programme) (USB)
 Quality Advisor SWA Sibeko, BAHons (UDW), Cert (TQM) (UNISA), Executive Leadership Development Programme (USB)
 Quality Advisor TN Biyela, BPaed, BEd, BAHons, STD (UNIZULU), MA (Natal)
 Administrative Assistant ZC Bhengu, FLT, OA, INCW, FMO, Cert (AOM & AS) (Damelin), Cert (E & LD) (Management Information) (Envision International)

Risk, Compliance & Investigations

Manager: Risk & Compliance L Bosiu, BCom (Acc) (UFS), PGDip (Compliance) (UJ), PGDip (Law) (WITS), Cert (Risk-Based Internal Audit) (UNISA); Cert (Information & Privacy Law), Cert (Law of Banking & Financial Markets (Wits)); Cert (Intro to SAMTRAC) (NOSA)

Administrator K Lekhelelana, BCom (UWC), Cert (Financial Planning I & II) (Sanlam Solutions for Professionals Accreditation), Cert (SPL) (Varsity College)

Manager: Occupational Health and Safety S Mtshali, NDip (Environmental Health) (WITS), BTech (Environmental Health) (TUT), BCom (Financial Management) (UNISA), Cert (Occupational Health Legal Knowledge) (UP), Cert (Data Analysis) (UCT), Cert (TQM) (UNISA), SAIOSH – Graduate Member

Safety Officer MD Dlamini, Cert (Security Grade A), Dip (Business Computing) (ICESA), Dip (Security Management) (Oxford Academy), Dip (Safety Management) (UNISA)

Strategic Analytics & Business Intelligence

Manager NL Mapatagane, *Cert.Sci.Nat*, BSc, BScHons, MSc, Cert (Fundamentals of Project Management) (WITS), PGCert (Management) (WITS Business School), Cert (Occupational Health & Safety) (LexisNexis), PGCert (Research Data Management) (UCT), Cert (Data Science) (IBM), Cert (Customer Analytics) (University of Pennsylvania), ArcGIS (Esri)

Business Analyst & Statistician LI Mangena, BSc (IT), Cert (New Academic Tutorial Programme) (UFS), Cert (Longitudinal Tracking for Institutional Research), Cert (Foundations of Data Management), Cert (Student Success through the Lens of Data) (AIR)

Business Analyst A Mafhara, BSc (Computer Science) (UNIVEN), Cert (Business Analysis) (Faculty Training Institute)

Transformation & Social Inclusion

Manager MG Nxumalo, BA (UDW), PGDip (Social Policy) (UKZN), MSc (Education for Sustainability) (London South Bank University), Cert (Monitoring & Evaluating) (National School of Governance)

GENERAL CALENDAR

INSTITUTIONAL SUPPORT DIVISION

**Deputy Vice-Chancellor
(Institutional Support)**

SP Seepe, Dip (Science & Ed) (NWU), BSc. Ed (Physics & Maths) (NWU), MSc (Physics) (WITS), MEd (Harvard), AdvProg (Management) (Henley Management College), PhD (Physics) (NWU)

Campus Health Services

Manager

HNH Mkhwanazi, BCur (UNIZULU), BTech (PHC) (DUT), Cert (Dispensing) (University of Limpopo) & Cert (Audiometry) (DUT), Cert (NIMART) (FPD)

Secretary

AT Mtshali, NCert (Commerce) (Swinton College)

Administrative Assistant

CZ Simelane, BCom (UNIZULU)

Professional Nurses

TJ Gumede, Dip (Gen. Nursing) (Ngwelezane Hospital), Dip (Community Nursing), Dip (Midwifery) (UNIZULU) Dip (Nursing Management, Primary Health Care & Family Care), Cert (HIV/AIDS Management) (UKZN)

MM Mthethwa, Dip (Nursing Science, Psychiatry, Community & Occoucher) (Ngwelezane), Primary Health Care (UKZN), Cert (Dispensing) (University of Limpopo), Cert (Supporting WHO Course in HIV & Nutrition in Children in Adolescents, Africa Centre, Audiometry) (DUT), Cert (Supporting Clients Receiving ARV Treatment Plan)

Z Ngwenya, BCur (UNIZULU), Primary Health Care (UKZN), Dispensing Course (University of Limpopo), Dip (Nursing Management) (UKZN) NIMART (DoH)

GN Mdlalose, BCur (UNIZULU) Primary Health Care (UKZN)

SOP Zondi, BCur (UNIZULU) Primary Health Care (UKZN) Nursing Management (North West University) Dispensing License (University of Limpopo)

NF Msweli, IntDip (Nursing) (Ngwelezana Hospital) Primary Health Care (UKZN) Dispensing License (Public Health of Institute)

PF Ndebele, Enrolled Nurse (Chatsmed Candlelight Nursing School) Cert (HIV/AIDS Counselling) (Chatsmed Candlelight)

DO Xaba, (Nursing Assistant)

HJ Tembe, Basic Ambulance Assistant South African Aid League Intermediate Life Support (Mankwe Ambulance Training Collage)

TN Mnyayi, Basic Ambulance Assistant (Meditrax)

NN Ngema, Basic Ambulance Assistant (Meditrax)

ZX Jobe, Basic Ambulance Assistant (Meditrax)

SP Mkhize, Basic Ambulance Assistant (St Jones)

S Mkhize Basic Ambulance Assistant (Academy of Emergency Medical Training) Occupational Health & Safety (Oxbridge Academy) Intermediate Computer Literacy (AVUXENI Computer Academy KZN) Life Skill Empowerment Course (World Changers Academy)

SS Ngubane, Basic Ambulance Assistant (St Jones)

V Ndaba, Basic Ambulance Assistant (Mokgotfwa College)

TW Buthelezi, Dip (Business Management) (Mfolozi College), Dip (Public Admin) (UNIZULU), Intermediate Life Support, Basic Life Support & Medical Rescue (KZN College of Emergencies)

GENERAL CALENDAR

Communications & Marketing

Director	MGT Nhleko-Mdluli, NDip (PRM), BTech (PRM) (DUT), BComHons (Regent), APR (PRISA)
Secretary	PPM Sandi, Cert (Secretarial Skills) (Megro Learning), Cert (Executive PA) (MSC College)
Manager	S Mntambo, NDip (PRM) (Technikon Natal/DIT), BTech (PRM) (DUT) Certs (Adobe Creative Suite: Adobe: Photoshop, HTML, Dreamweaver, Java, Flash, Web Authoring) (IT INTELLECT), Cert (Project Management) (Edge Training), Microsoft Office (Technikon Natal), CPRP (PRISA)
Communications Officer	P Shamase, Dip (Marketing) (Technikon Natal)
Publications Officer	N Hlefane, NDip (Journalism), BTech (Journalism) (DUT), Cert (Introduction to Marketing) (UNISA)
Events Co-ordinator	PN Manzi, NDip (PRM) (ML Sultan), Dip (Project Management) (CPUT), BTech (Management) (DUT)
Public Relations Officer	NT Dlamini, NDip (Marketing) (MUT)
Convocation Officer	R Ntheledi, BA (WITS), LLB (UNIZULU)
Webmaster	SW Cele, NDip (IT) (MUT), Dip (Project Management) (Varsity College)
Receptionist	SS Gumede, BA (Communication Science & History), Hons (History), MA (History) (UNIZULU)
Graphic Designer	VR Botha, Cert (Photolithography) (Republican Press)
Graphic Designer	L Meyer, Cert (Journalism) (UNIZULU)

Guidance & Counselling

Head	NN Makalima, BA (UNIZULU), BEd (NWU), STD (UNIZULU)
Clinical Psychologist	Vacant
Counselling Psychologists	C Mbizana, Enrolled Nursing (UNIZULU/Ngwelezana hospital), PGCert (Education) (UNISA), Dip (HRM), MA (Counselling Psychology) (UNIZULU)
	NS Ndlovu, BAHons (Psychology), MA (Counselling Psychology) (UNIZULU)
	MTB Makhaya, Dip (Electrical Engineering) (Mangosuthu Technikon), Dip (Theology) (COTT), BThHons (UNISA), Cert (Negotiation & Conflict Management) (UCT)

Information Communication Technology

Interim Director	LD Manci
Technical Manager	Vacant
Student Lab Coordinator	Vacant
Business Analyst –Student Systems	PZ Zungu, BSc (Computer Science), BScHons (Computer Science) (UNIZULU), PGCert (Research Data Management) (UCT)
Business Analyst HR & Payroll	D Reddy, Dip (Infotech) (TSA)
Business Analyst Finance	L Haas, BCom (Acc), PGDip (Financial Planning), Cert (BA)
Client Services Manager	YT Canham, Dip (Programming, Data Procession) (Computer Careers SA), Dip (Strategic Planning) (Kangan Batman Tafe, Australia)
End User IT Coordinator	Vacant
End User Support Specialist	Vacant
End User Consultants	B Mngomezulu, NTDip (Metro Technical College), BAdmin (UNIZULU), General Secretarial (Metro Computech College)

GENERAL CALENDAR

	S Mazibuko, Dip (Com), HDip (Community Organisation), BA (Correctional Studies) (UNIZULU)
	Vacant
Systems Administrator	N Zungu, Cert (Cobit 5), Cert (ITIL Foundation)
Network/Tel Unit Consultant	Vacant
End User Support Specialist	Vacant
End User Consultant	Vacant
Campus Systems Technician	T Ackerman, Dip (Comp Skills)
Service Desk Consultant	Vacant
Database Administrator	S Mavuso, BSc (Computer Science)
Performance Data	
Director	Vacant
PABX	
Switchboard Operators	T Dubazana, Dip (Public Admin) (UNIZULU) GKT Mangazi, NCert (Business Management) (Richtek – Umfolozi College), Cornerstone Call Centre College, Inbound & Outbound Training, Computer Training Vacant
Protective Services	
Director	CVB Sehlogo, B Phys. Ed, BEdHons, PGDip (Management in Security) (WITS), Cert (Fraud Examination), Cert (Risk Management) (UP), Grade A (PSIRA)
Deputy Director	Vacant
Secretary	MC Dlamini, BAHons (UNIZULU)
Manager: Operations	Vacant
Manager: Operations (R/Bay)	R M Lukhele, Dip (Security Management) (Damelin)
Manager: Administration	RM Hofmeyr, NDip (Security Risk Management) (UNISA), NDip (Office Management & Technology) (UNISA)
Protection Officers	CT Mkhwanazi, Grade B (PSIRA), Cert (Fire-arm) VP Mthiyane, Grade A (PSIRA), Cert (Fire-arm) K Zibane (Acting), Grade B (PSIRA), Cert (Fire-arm) DD Mabija (Acting), Grade A (PSIRA), BA (Unizulu)
Investigating Officers	E Biyela, Grade A (PSIRA) ZB Khumalo, Grade B (PSIRA), Cert (Fire-arm) SZ Zibani, Grade B (PSIRA), Cert (Crime Scene Management) (HJN College), Dip (Investigation) (Stretch Hughes Associates), Cert (Forensic Investigation) (HJN College)
Administration Officers	BL Caluza, Grade B (PSIRA), Cert (Computer Course) (Damelin), Cert (Report Writing & Performance Admin), Cert (Customer Service), Cert (Administrators Course) ZE Dladla, Grade B (PSIRA), Cert (Customer Service) SN Mkhwanazi, Grade B (PSIRA), Cert (Performance Admin), Cert (Supervision with Project Principles)
VIP Officers	AB Mabija, Cert (Close Protection), Cert (Fire-arm) S Mkhwanazi, Grade C (PSIRA), Cert (Fire-arm)
Security Officers	P Gumede, Grade C (PSIRA) J Khumalo, Grade C (PSIRA), LLB (UNIZULU) VM Mthiyane, Grade C (PSIRA), Cert (Fire-arm) SI Myeni, Grade C (PSIRA), Cert (Fire-arm) JR Makhoba, Grade C (PSIRA), Cert (Fire-arm)

GENERAL CALENDAR

SZB Mkhwanazi, Grade C (PSIRA), Cert (Fire-arm)
 GM Mzimela, Grade C (PSIRA), Cert (Fire-arm)
 GH Ngema, Grade B (PSIRA), Cert (Fire-arm)
 SB Mkhwanazi, Grade B (PSIRA), Cert (Fire-arm)
 FN Myeni, Grade C (PSIRA), Cert (Fire-arm), BA (Development Studies) (UNIZULU)
 TB Tembe, Grade B (PSIRA), Cert (Fire-arm)
 ZN Chili, Grade C (PSIRA), Cert (Fire-arm)
 CM Gumede, Grade A (PSIRA), Cert (Fire-arm)
 MZ Mthiyane, Grade C (PSIRA), Cert (Fire-arm)
 GV Ntuli, Grade C (PSIRA), Cert (Fire-arm)
 CZS Nxumalo, Grade A (PSIRA), Cert (Fire-arm)
 UZ Mathenjwa, (Grade C) PSIRA, Cert (Fire-arm)
 ZP Sithole, Grade B (PSIRA)
 SP Makhanya, Grade B (PSIRA), BEd (UNIZULU), Cert (Fire-arm)
 HM Ngema, (Grade B) PSIRA, Cert (Fire-arm)
 DM Mthiyane, Grade B (PSIRA), Cert (Fire-arm), Cert (Office Admin)
 IN Sibiya, Grade C (PSIRA), Cert (Fire-arm)
 R Mkhwanaz, Grade B (PSIRA), Cert (Fire-arm)
 B Cele, Grade B (PSIRA), Cert (Fire-arm)
 MA Mpungose, Grade C (PSIRA), Cert (Fire-arm), Dip (Public Admin) (UNIZULU)
 J(m) Khumalo, Grade A (PSIRA)
 BT Masinga, Grade C (PSIRA), Cert (Fire-arm)
 NN Mathe, Grade C (PSIRA), Cert (Fire-arm), BAdminHons, PGDip (Community Work) (UNIZULU)
 ET Mpanza, Grade B (PSIRA), Cert (Fire-arm), Cert (Close Protection)
 SS Masinga, Grade A (PSIRA), Cert (Fire-arm)
 PP Dlamini, Grade C (PSIRA), BA (Correctional Studies), BEd (UNIZULU)

Registration & Postal Services

Messenger
 Administrative Assistant

SS Ntuli
 NC Mdletshe, BA (Information Science) (UNIZULU)

Sports & Recreation

Manager
 Sport Officers

Vacant
 T Mfumadi, BCom, BHons (Recreation & Sports Management) (UP)
 IT Moagi, BTech (Sport & Exercise Technology) (TUT), Dip (Public Admin & Management) (UNISA), Dip (Sport Management) (LEIPZIG-GER University)

Secretary
 General Assistant

TP Mnguni, Dip (OAC) (Metro Tech), BAdminHons (UNIZULU)
 DH Mathaba

Student Housing

Head
 Secretary

MB Khomo, BA (Soc Sci & Dev Studies), MSc (Social Policy) (UKZN)
 EZT Nsibande, Dip (IR) (Damelin), Dip (Secretarial) (R/Bay Training College), Cert (Business Management) (Richtek)

Senior Warden
 Warden

EM Gumede, BA, BAHons (UNIZULU), Dip (HRM) (Varsity College)
 SSSM Mashaba, Dip (Mech Eng. Heavy Clay) (DUT), BAdminHons, MAdmin (UNIZULU)

GENERAL CALENDAR

Residence Life Coordinator	NT Khoza, NDip (Management), BTech (Management) (DUT), Cert (Facilities Management) (WITS)
Off Campus Co-ordinator	MT Nkhwashu, BAEd (University of Limpopo)
Assistant Wardens	Mthlane MA, BTech (Marketing) (DUT)
	MD Mtolo
	VM Gumede, BA, Dip (Public Admin), Dip (HR) (UNIZULU)
	PB Mhlongo
	CS Mlulambo
	Vacant
	DL Nduli
	T Mthembu, Dip (Public Admin) (UNIZULU)
	Vacant
	Ncobela SB, BSc (Environmental Sciences), PGCert (Education), PGDip (Finance, Banking & Investments) (UKZN)
	MC Mdima, BBus (Science, Economics & Finance) (UKZN)
	Vacant
Co-ordinator: Students with different abilities	PC Mjadu, BA, SSTD (UNIZULU)
Student Services	
Dean of Students	TS Hlasho, BCom (Vista University), Exec Cert (Sports Management) (WITS), MPhil (NMMU)
Secretary	TN Mnisi, BAHons (Comm) (UNIZULU)
Societies Administrator	Vacant
Supply Chain Management (SCM)	
Director	ME Ngcobo, MSc (PLSCM) (Salford - UK), GEDP (Henley), BCom SCM (UNISA), EMlog Cert (SCM) (UP), Programme (Transport Approach) (UNISA), Cert (Project Management) (Milpark Business School), Cert (APICS & SAPICS), Cert (CISCP) (IPSCMI) (USA & CPDF) (IIF - USA)
Assistant Acquisition Officer	LG Sibiya, BCom (Acc) (UNIZULU)
Commitments Officer	X Khubisa, BCom (Acc) (UNIZULU)
Procurement Officer	OJ Kubeka, NDip (Maritime Institute)
Procurement Officer	NJ Mpanza, BCom (Acc) (UNIZULU), Cert (Public Procurement & Supply Management) (UNISA)
Procurement Officer	NP Makhoba, NDip (Cost & Management Acc) (DUT)
Procurement Officer	K Mbatha, BCom (UNIZULU)
Procurement Officer	TI Zibane, NDip (Financial Acc) DUT
Admin Assistant	J Gininda
Assistant Contracts & Demand Officer	Vacant
Contracts Administrator	Vacant
Vendor Management Officer	Vacant
Travel Officer	NC Ngcobo, Bcom (Acc) (UWC)
Assistant Travel Officer	Vacant
Stores	
Assistant Logistic Officer	D Ngubane, NDip (Public Management) (MUT), Procurement & Supply Chain, Management in the Public Sector, Advanced Programme (Management Development) (UP)
GRV Clerk	DN Mkhwanazi

GENERAL CALENDAR

GRV Clerk	M Makhwasa
Stores Issue Clerk	Vacant
General Assistant	M Mnqayi
General Assistant	T Gumede
General Assistant	B Mthethwa
Drivers	G Dludla
Drivers	SA Nsele

OFFICE OF THE REGISTRAR

Interim Registrar	D Mothilall, BA (Law), LLB (UDW), LLM (UNISA), Attorney of the High Court of SA
Executive Secretary	NP Zulu, Dip (Office Admin) (Damelin), Dip (Business Management) (Umfoloji College), AdvProg (Office Management) (UNISA)

Student Academic Administration

Deputy Registrar: Academic Administration	Z Gumede, BAHons, MA (UNIZULU), MCom (UKZN)
Office Administrator	NP Xulu, BAdminHons (UNIZULU)
Office Administrator	NB Zulu, Dip (Public Relations), BA (UNIZULU)

Student Records

Manager	TB Mvubu, BA, Dip (Information Studies), BBbHons (UKZN)
Records Officer	KN Mhlongo, BA (UNIZULU)
Assistant Records Officers	PN Ncube GD Mthiyane, Dip (Public Admin) (MUT) ST Mbambo

Student Administration

Manager	Vacant
Administrator (Arts)	EM Ngubane
Administrator (Arts)	Vacant
Administrator (Education)	MP Mtshali, Dip (Public Admin) (UNIZULU)
Administrator (Education)	N B Zungu, BEdHons, Cert (Business Admin) (UKZN), PGCert (Education) (UNISA), Dip (Marketing) (DUT)
Administrator (Science & Agriculture)	Vacant
Administrator (CAL)	JP Sikhakhane, BAHons (UNIZULU), Cert (Secretarial) (NTC)

International Students Office

International Students Officer	B Cebekhulu, Dip (Public Admin), BAdmin (UNIZULU)
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Admissions Management

Manager	VW Maneli, BSocSc, BScScHons (UCT)
Senior Admissions Officer	GD Zikalala, BAdmin (UNIZULU), BAdminHons (UNISA)
Admissions Officer	Vacant
Administrative Assistant	MM Mngadi, Cert (Electrical Engineering) (Umfoloji FET)

GENERAL CALENDAR

Assessment Management

Manager	N Mhambi, BA, BSocScHons, Cert (Clinical Management) HIV/AIDS (UFH)
Chief Examination Officer	NJ Mthembu, BA, BAHons (Sociology) (UNIZULU)
Timetable Officer	JP Dube, NDip (Office Management & Technology) (DUT) BComHons (HRM) (MANCOSA)
Assistant Timetable Officer	S Nene, BCom (UNIZULU)
Examination Officers	MM Nzuza, Dip (Public Admin), BA (Tourism) (UNIZULU) NM Cele, NDip (Child & Youth Development) (DUT) T Khumalo, STD (Esikhawini College), BA, BAHons (Psych) (UNIZULU), Cert (Computer Literacy) (UniSCHOOL)
Assistant Examination Officers	N Mhlungu, BA (Correctional Studies) (UNIZULU) S Shoro, Cert (End User Computer) (Richfield Institution)
Examination Administrator	P Zondo SD Zondo, Cert (Computer & Admin) (Computer College)
Office Administrator	Vacant

Certification Management

Manager	BT Mngadi, BA, Cert (Management), Cert (ABET) (UNISA), Cert (Executive Leadership Development Programme) (USB)
Senior Administrative Officer	Vacant
Administrator	SF Radebe, Dip (Public Relations), BA (UNIZULU)
Assistant Administrator	PS Cele, Dip (Public Relations) (UNIZULU)

Governance & Legal

Deputy Registrar: Policy Management & Secretariat	MO Kheswa, BTech (Business Admin) (DUT), MCom (Management) (UKZN)
Manager: Committee Administration	GS Vilakazi, NDip (Commercial Admin) (MUT), PGDip (Management) (UKZN)
Manager: Student Judicial Services	D Mothilall, BA (Law), LLB (UDW), LLM (UNISA), Attorney of the High Court of SA
Committee Coordinators	US Mbatha, BSocSc, PGDip (Management) (UKZN) M Fumanisa, NDip (Commercial Admin), (NMU), BTech (Office Management & Technology) (WSU) T Chirwa
Records/Archives Officer	M Mkhwanazi, BSocSc (UKZN) JM Ndlovana, BA (UNIZULU)

RESEARCH & INNOVATION DIVISION**Deputy Vice-Chancellor
(Research & Innovation)**

MR Kgaphola, BScHons (Chemistry), PhD (Chemistry) (Leeds, UK),
Cert (Financial Management) (UNISA)

Library & Information Services

Director	LAK Vahed, BBibl, BBibIHons (UDW), MIS (UNPMB)
Deputy Director	LE Ocholla, MBibl (Krasnodar)
Office Co-ordinator	I Naidoo, NDip (HRM) (UNISA), BA (LIS)(UNISA)
Finance & Administrative Officer	C Moodley, Dip (HR & Labour Management) (CTA)

GENERAL CALENDAR

Senior Librarians	G Mutsvunguma, PhD, MLIS (UKZN) AB Ntuli, (BA) (UNIZULU), PDIM (RAU), NDLIS, (DUT) MIT(UP) Vacant
Library Systems Manager	Vacant
Librarians	Vacant BH Nkuhlu, BBibl (UNIZULU) ZC Hadebe, BA (UNIZULU), PGDip (LIS) (UB); MLIS (UB) F Gina, BA, PGDip (LIS) (UNIZULU) JB Ngcobo, NDip (LIS), BTech (DUT), Hons (UKZN), MIS (UKZN) FL Nsele, Bbibl, PGCE, BEdHons (UNIZULU) ZC Msweli, BAHons, PGDip (LIS) (UNIZULU) PI Biyela, NDip (LIS) (DUT) PGDip (Arch) (UNISA) Hons (InfoSci) (UNISA) NC Mbali, BBibl (UWC) S Mabena, BBibl (UFH), Info Hons (UNISA), Hons (Pub Admin) (NWU)
Principal Library Assistants	BM Mkhwanazi SC Buthelezi, BA, PGDip (LIS) (UNIZULU) A Zulu, BA (LIS) (UNIZULU)
Senior Library Assistants	PR Mthethwa SB Khumalo, BA (LIS) (UNIZULU) PH Shandu, BA (UNIZULU) S Zibani SP Ndlela, BTech (DUT) NS Mngadi, NDip (LIS) (DUT) TP Mkhwanazi, BAHons (UNIZULU) T Mkize, NDip (LIS) (DUT) LB Mthiyane L Jiyane, BA (LIS) (UNIZULU) NA Nene, BA (LIS), Hons (LIS) (UNIZULU)
Technical Assistant	A Marimuthu, Dip (Network Engineering) (Torque IT) HC (EMS) (UNISA)
Library Assistants	AM Ntuli, NDip (LIS), BTech (LIS) (DUT) BT Sithole, BA (Info Studies) (UNIZULU)
Stack Attendants	NP Mathaba G Khumalo EN Mthembu BS Dlamini NE Mathaba PK Msomi JB Nxumalo Vacant
Messenger	Vacant
Research Administration	
Director	N Mlitwa
Chief Research Administrator	D Viljoen
Senior Administrator (Intellectual Property & Innovation)	Vacant
Post Graduate Studies & Ethics Officer	Vacant
Research Management Systems & Training Officer	Vacant
Administrator (Training & Development)	Z Ntuli
Assistant Research Administrator	N Shoba

GENERAL CALENDAR

NRF Administrator	M Mthembu
Secretary	TP Mtetwa
Research Admin Officer	Vacant

DramAidE

DramAidE was established in 1992. It is a Public Health Communication Agency. It is an outreach programme of the University of Zululand but is not linked to any academic faculty. DramAidE is also registered as an NPO and fundraises for all its community projects and to pay project staff.

DramAidE is informed by action research. It strives to facilitate critical awareness, provide information and help develop the skills that stimulate communities to take action for sustained healthy living. DramAidE uses the arts and other participatory methodologies to: - reduce stigma and discrimination around HIV, AIDS and TB; Help reduce new HIV infections; Promote Gender Awareness and Equity; Promote healthy behaviors and safe relationships; Promote treatment literacy and create Caring Communities; and Environmental awareness programmes. "DramAidE has a Management Board which consists of representatives of stakeholders in the DramAidE Programmes."

Chairman of Board	Z Mahla
Director	T Manana, BAHons, M (Social Science Entertainment Education)
Financial Manager	FA Nicholson, NDip (Medical Tech), Cert (Finance Management)
Project Manager	X Ngema, BAHons
M & E Manager	N Mthiyane, BAHons (Psychology)

TEACHING & LEARNING DIVISION**Deputy Vice-Chancellor
(Teaching & Learning)**

	VS Nomlomo, JSTC (Cicirha College), BA, BEd (UNITRA), MEd (Sociolinguistics) (UCT), MPhil (General Linguistics & Second Language Studies) (USB), PhD (UWC)
Director	MSN Mabusela, BPaed, BEdHons (Vista), MEd (RAU), DEd (UNIZULU), Cert (Economics & Public Finance) PGDHET (UKZN)
Administrator	TJ Msowoya, Dip (Travel & Tourism) (Damelin), NCert (Office Management) (UNISA), NCert (Information Technology) (IT Intellect College), Management Development Programme (UKZN)
Coordinator Foundation Programmes	SM Ngubane, STD (Escoled), FDE (Springfield College of Education), BEdHons, MEd, PhD (UKZN)
Coordinator Teaching with Technology	C Gokhale, BCom (Information Systems & Technology) (UDW), BComHons (Information Systems & Technology), MCom (Information Systems & Technology) (UKZN), PhD (IT) (DUT)
Curriculum Development Specialist	MR Qhosola, Bcom (Acc) (UFS), PGCE (UFS), BEdHons (UP), MBA (MANCOSA), PhD (UFS)
Secretary/PA	NM Khumalo, BA (Communication Science) BHons (Community Work) (UNIZULU)
Coordinator Student Academic Support	LSL Mkize, MBA, PGDBM (MANCOSA), BTech (Commercial Admin), NDip (Commercial Admin) (ML Sultan Technikon), ICDL (ICDL South Africa)
Coordinator Writing Centre	MH Ngema, BSC (Microbiology) (UKZN), PGCE, BEdHons, MEd (UNISA)
Community Engagement Office	
Community Engagement Manager	MR Lekoa, Cert (Environmental Health Sciences) (NUL), NDip, BTech (Environmental Health) (DUT), MA (Population Studies), PGDip (Higher Education) (UKZN)
Administrative Assistant	H Vidima, N4 (HRM) (Central Johannesburg College)

GENERAL CALENDAR

RICHARDS BAY CAMPUS

Executive Director	MA Makhafola, BScHons (Manchester Polytechnic), MSc (The Manchester Metropolitan University), PhD (UP)
Secretary/PA	XP Khumalo, NDip (Management Assistant) (Umfolozi College) Cert (Office Management) (UNISA)
Administration Officer	NP Cele, BAHons (UNIZULU), Cert (HRM) (UNISA)
Office Administrator	KSS Gumede, Cert (Financial Management) (Umfolozi College)
Receptionist	Vacant

Campus Health Service

Professional Nurses	TJ Gumede, Dip (Gen Nursing), Dip (Community Nursing), Dip (Midwifery), Dip (Nursing Management, Primary HealthCare & Family Planning), Cert (HIV/Aids Management) (UKZN) Z Ngwenya, BCur (UNIZULU), Primary Health Care (UKZN), Dispensing Course (University of Limpopo)
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Finance

Finance Officer	PW Mafundityala, NDip (Credit Management) (TUT)
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ICT

ICT Technician	N Ngcobo, BCom (MIS) (UNIZULU)
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Library

Senior Library Assistants	SP Makhunga, BTech (Library & Information Science) (DUT) L Jiyane, B (Library & Information Science) (UNIZULU)
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Protective Services

Manager	RM Lukhele, Dip (Risk Management), Dip (Safety Management) (Oxbridge) Dip (Security Management) (Damelin), NCert (Crime Investigation) (UNISA)
Protective Services Officer	SN Mkhwanazi

Student Administration

Manager: Student Administration	K Adlam, Cert (Secretarial) (Technikon Natal), Dip (Computer Practice) (TSA), BAHons (Industrial Psychology) (UNIZULU)
Office Administrator	V Munian, Prog (Reception Year Teaching), BEd (UNISA)
Administrative Officer (Admissions)	E Radebe, BCom (Economics) (UNIZULU)
Senior Administrator (Examinations)	DN Ngcemu, BCom (Economics) (UNIZULU)

Student Housing

Off-Campus Coordinator	M Mthalane, BTech (Marketing) (DUT)
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2021
GENERAL CALENDAR

LIBRARY FACILITIES

The library is for the use of registered students and all members of the teaching, administrative, technical and library staff of the University. Persons who are not members of the University are permitted to use the facilities of the library, after individual approval by the Director: Library and Information Services and on receipt of the prescribed fee if applicable, subject to conditions laid down by the Director: Library and Information Services.

KwaDlangezwa Campus

DURING ACADEMIC PERIOD		
	OPEN	CLOSE
Monday to Friday	07h45	23h00
Saturday	08h00	18h00
DURING EXAMINATIONS		
Monday to Saturday	07h45	00h00
Closed on Sundays, Public Holidays and "long weekends"		
DURING STUDENT RECESS		
Monday to Thursday	07h45	16h00
Friday	07h45	14h45
Closed on Weekends, Public Holidays and "long weekends"		

Richards Bay Campus

DURING ACADEMIC PERIOD						
	NORMAL HOURS		EXTENDED HOURS		EXAMINATION HOURS	
	OPEN	CLOSE	OPEN	CLOSE	OPEN	CLOSE
Monday to Thursday	07h45	16h00	16h00	19h00	07h45	19h00
Friday	07h45	14h45	14h45	16h00	07h45	16h00
Saturday	-	-	-	-	-	-
Closed on Sundays, Public / UNIZULU Holidays, and "long weekends"						
DURING STUDENT RECESS						
Monday to Thursday	By Arrangement					
Friday						
Closed on Weekends, Public / UNIZULU Holidays and "long weekends"						

2021
GENERAL CALENDAR

RULES

Quality of items

Category	Maximum number of items lent out simultaneously	Loan	
		Period	Renewal
Undergraduate Students	6	14 days	once
Undergraduate 4 th Year Students	6	14 days	once
Honours	10	30 days	once
Master's & Doctoral Students	15	42 days	once
Other Postgraduate Students	10	30 days	once
Academic Staff	20	60 days	once
Other Staff	10	30 days	once
External CHELSA	6	30 days	none
External Ordinary	4	14 days	once

When issued books are urgently required

To promote the accessibility of books, the issuing of library material is subject to the condition that any work that may be more urgently required by another reader, must be returned to the library within 24 hours after notice has been given by the Director.

Stock-taking

To facilitate stock-taking all books issued should be handed in at the loan desk at least three days before the last day of each semester or two days before the borrower leaves the University.

Books and periodicals on reserve

Books and other documents that, at the request of lecturers, are placed on the reserve shelf for use in the library only, may be consulted in the library for periods of two hours (renewable at the counter). Books on reserve may be applied for in advance for specific times on specific days.

Material that may not be taken out of the library

Reference material and material in the UNIZULU Collection is available for use only in the library. Unbound periodicals may also not be taken out of the library.

Fines for overdue library materials

A fine shall be imposed on a borrower who fails to return any material borrowed from the Library on or before the due date, provided that a fine shall be:

- (a) R1.25 per day on any one unit not returned on or before the due date.
- (b) R3.00 per hour on any one unit not returned within the prescribed time in the case of library materials issued on short loan.

Compensation

Lost material

Compensation to the value of the estimated replacement price of the lost material or periodical or an amount determined by the Director will be payable by a borrower who is unable to substitute a copy of the same material.

Damaged/stolen material

Compensation of an amount decided upon by the Director will be payable, by the borrower concerned, for damaged but repairable material. It is a serious offence to tear pages from a library book. The Director reserves the right to take strong measures against any user guilty of such an offence. This may include disciplinary action or being barred from using library services.

Failure to return library materials and/or Unpaid fines

Borrowers will be refused the use of all library facilities until such time as the overdue books are returned or replaced, or the borrower refunds the value of the books and all fines are paid. Materials on loan are not transferable. Every user is responsible for the return of material that he/she has borrowed from the library.

The Director Library and Information Services reserves the right to request that examination results be withheld for students who default.

UNIVERSITY OF ZULULAND RULES

The General Rules are promulgated in accordance with the Higher Education Act (Act 101 of 1997) as amended, Chapter 4, Section 32 (1)(b), with due observance of the Common Statute issued in accordance with the Universities Act (Act 61 of 1955), and referred to in the Higher Education Act (Act 101 of 1997), Chapter 9, Section 74(6) and the Institutional Statute of the University of Zululand (UNIZULU), as published in Government Gazette No. 41982, Vol. 640 of 19 October 2018, in accordance with Chapter 4, Section 33 of the Higher Education Act (Act 101 of 1997), and read in conjunction with the faculty rules and regulations, as approved.

As determined by the Minister of Higher Education, Science and Innovation in accordance with section 8(2)(e) of the National Qualifications Framework Act, 2008 (Act 67 of 2008) (Notice No. 1040 of 2012; Government Gazette No. 36003, Volume 570, 14 December 2012) and published, as directed by the Minister of Higher Education, Science and Innovation in terms of section 27(k)(iv) of the National Qualifications Act, as policy of the Council on Higher Education by SAQA (Notice No. 592, Government Gazette No. 38116, Volume 592, 17 October 2014).

The General Rules apply to all students at the University (including occasional and short learning programme students). UNIZULU policy documents and regulations support and provide guidance regarding the General Rules and these must be read in conjunction where applicable. In cases of conflict between the said documents, the General Rules will take precedence. Where discrepancies in the names of qualifications arose during the Higher Education Qualifications Sub-Framework (HEQSF) alignment process and the preceding period, each case will be dealt with on merit.

Faculty rules are supplementary to the General Rules, and where there is a discrepancy between the two sets of rules, the General Rules shall apply. The General Rules are applied in accordance with the Higher Education Act (Act 101 of 1997), Chapter 8, Section 68(2) and the Institutional Statute of the University of Zululand and the responsibility for implementing such rules is assigned by Council to the Registrar, except where indicated differently in the rules. The Registrar must regularly, as agreed, report in writing to Council via Senate on the implementation of the General Rules. As stated in the General Rules, the Registrar may – with the approval of Council – delegate the implementation of the General Rules to other functionaries and the latter must provide the Registrar with a written report on the implementation of the rules in question.

The Deans are accountable for the correct interpretation and implementation of these Rules. The design and implementation of faculty rules are mentioned in the same Act; references as those regarding the Registrar and are assigned by Council to the faculty boards and their respective deans. As agreed upon, all deans must regularly report in writing to Council via Senate on the implementation of faculty rules.

The University Council may also enter into agreements with registered and accredited private providers of higher education to offer academic qualifications of the University. Where such agreements do exist, reference must be made to them in both admission rules and faculty rules. If the minimum prescribed number of students have not registered for a module, the University reserves the right not to offer that particular module.

The rules contained in this document are the rules as approved on the date of publication. The rules are subject to amendments approved after the date of publication. The financial rules or rules regarding the payment of fees should be read in conjunction with the fees yearbook of the University, which is updated annually. In the event of a possible discrepancy between the provisions, the decision of the relevant Vice-Chancellor will be enforced.

The University recognises the religious holy days as indicated annually in the University's Calendar and will avoid, if possible, scheduling examinations or assessments for such days.

Various policy and procedure documents relevant to the higher education sector in South Africa, from (for instance) the Council on Higher Education (CHE), Higher Education Quality Committee (HEQC), South African Qualifications Authority (SAQA), National Qualifications Framework (NQF), and the HEQSF, have been used as a point of departure or reference. Some directives, definitions, terms or phrases have been quoted directly to retain the meaning. In others, meanings were combined to describe a concept. Definitions for qualification types have been quoted directly from the HEQSF (Government Gazette No. 38116, Volume 592, 17 October 2014) to retain the intended meaning, purpose, characteristics, minimum admission requirements and progression of the qualification. When reference is made to the National Senior Certificate (NSC) or the National Certificate (Vocational) NC(V), the following reference is used throughout as defined in the Minister's policies: Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes Requiring a National Senior Certificate, Government Gazette, Vol. 751, No. 32131 of 11 July 2008 and Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Certificate (Vocational), published in the Government Gazette, Vol. 533, No. 32743, November 2009.

Copyright of students' scripts (mini-dissertations, dissertations, theses, etc.) vests in the University. The University encourages the publication of derivative works of such scripts, preferably in subsidy-bearing publications. Copyright (including associated risks and benefits) of derivative works of scripts shall vest in the student. However, the prior approval of the UNIZULU Research Committee is required in the three cases below:

- a) Contract research: The publication of derivatives of scripts that were developed as part of contract research conducted by the University may be subject to certain contractual conditions.
- b) Patents: Some scripts may contain patentable or protectable subject matter with potential commercial benefits.
- c) Legislative requirements: The National Environmental Management: Biodiversity Act (Act No. 10 of 2004) or the Intellectual Property Rights from Publicly Financed Research and Development Act (Act No. 51 of 2008) may impose limitations upon the University to grant certain rights to students.

IMPORTANT INFORMATION FOR PROSPECTIVE STUDENTS

1. Admission of Students

- 1.1 Admission means approval to report for registration as a student of the University, irrespective of previous registration and in line with the university's policies on admission.

GENERAL CALENDAR

- 1.2 Registration is at the sole discretion of Council. Compliance with the minimum entrance qualifications does not mean automatic admission. On registration, every student is bound to observe all the rules and regulations applicable to students.
- 1.3 De-Registration must be approved by the Office of the Registrar. The Registrar can revoke a student's registration at any time during his/her study based on false/fraudulent information and or any other information that may warrant such revocation.
- 1.4 A registered student will be deregistered should the student not comply with the rules of the university by submitting required documentation within a prescribed period for verification and/or if a student is charged with misconduct.
- 1.5 Any staff member who has been dismissed from the employ of the University, or resigned under suspicious circumstances¹ shall not be considered for registration as a student, unless approved by Council.

2. Applying for Admission**2.1 Masters and Doctoral degree students**

- 2.1.1 Masters and Doctors degree students must submit completed application forms together with the prescribed fees when applying for admission. Acceptance of the fees does not imply acceptance of the candidate.
- 2.1.2 A candidate may apply at any time for admission. When - and only when – he/she has fulfilled all the requirements for postgraduate admission as contained in the Policy on Postgraduate Registration will a student be registered. The registration must be finalized and renewed **annually** before 31 May.
- 2.1.3 Application and registration takes place at the Main Campus only, except where the university Council direct otherwise.

2.2 Registration of Continuing and returning Students (Master's and Doctoral students)

- 2.2.1 All returning students must register yearly before the date described in the calendar.
- 2.2.2 Students who took a year of absence and who were not registered in the preceding year are required to complete application forms for re-admission to the programme and submit the application forms to the Administration Office by not later than 31 October in the year preceding registration.

¹ "suspicious circumstances" include, but is not limited to any circumstance where a member of staff resigns prior to or amidst a disciplinary inquiry or subject to an investigation of serious misconduct.

G1 Definitions and Interpretation

- (1) Unless the context otherwise indicates:
- “academic year”** means that portion of a Calendar year approved by Council on recommendation of Senate for the academic activities of the University.
- “academic exclusion criteria”** refers to the specific criteria (norms) applied in determining whether a student should be excluded from further participation in the qualification.
- “academic intervention”** refers to any programme, supportive or developmental action before exclusion takes place, either prescribed (compulsory) or recommended (voluntary) by the department or faculty. Such interventions can also be prescribed or recommended by Student Services Department/Teaching and Learning Department on behalf of the department or faculty. Academic interventions may take place before exclusion or as an exclusion or probation condition.
- “academic performance”** is the relative success or failure of a student to comply with the requirements of the academic qualification for which he or she is registered, within the limited time prescribed for the qualification.
- “academic probation”** refers to the conditional grace period in the exclusion process which affords the student an opportunity, through specific conditions and interventions, to comply with the academic performance requirements, to avoid final exclusion.
- “additional modules”** means modules taken supplementary to the minimum number of credits required for a particular qualification.
- “admission”** means approval to report for registration as a student of the University, irrespective of previous registration.
- “admission Process”** means the process or act in terms of which it is determined whether or not a prospective applicant should be allowed to register for the proposed academic programme, bearing in mind the suitability of the applicant. Admission is the first stage academic registration process and involves an academic decision by the Dean of Faculty/Admissions Office. Once admitted, an applicant can then proceed to be formally registered as a student.
- “aegrotat examination”** means an examination granted on medical or compassionate grounds;
- “assessment”** means the process of determining the value, significance, or extent of what students know, understand, and can do with their knowledge as a result of their educational experiences. Assessment results are used to document, explain, and improve performance. Assessment can be done at various times throughout a learning programme and a comprehensive assessment plan will include either formative and summative assessment, or alternatively continuous assessment. The point at which the assessment takes place in a programme distinguishes these three types of assessment, namely Continuous, formative and summative.
- “close relative”** means a mother, father, grandmother, grandfather, brother, sister or child or legally adopted children.
- “co-examiner”** means a person appointed by a Faculty Board to assist an examiner in the setting and marking of an examination.
- “compulsory modules”** means modules that must be taken to be able to progress with a programme or to be eligible for awarding of a qualification. They contain the essential parts of the programme and are therefore compulsory to enable the learning outcomes for the programme to be met.
- “continuous assessment”** means internally moderated oral and written assignments, tests, practicals, project reports, etc.; Continuous assessment is used as an alternative to summative assessment. It is a series of assessments that occurs throughout the learning process, and not

only after the learning process. Students are thus examined continuously over the duration of a quarter, semester or year. It is cumulative and the marks are calculated to produce a final result; **“co-requisite”** means a module that a student must enrol in at the same time as, or in some cases prior to, enrolling in the desired module.

“Council” means the Council of the University as comprised in section 18 the Statute of the University.

“credit” means the volume of learning required for a qualification can be specified in terms of the total minimum number of credits required and in terms of the minimum number of credits required at its specified exit level on the HEQSF. Credits are a measure of the volume of learning required for a qualification, quantified as the number of notional learning hours required for achieving the learning outcomes specified for the qualification. This includes contact time, structured learning, WIL, self-study, and assessment time. One credit is awarded for 10 notional hours of successful learning activity. Notwithstanding the link between credit and notional learning time, the emphasis of assessment should be upon learning achieved and not time served. Credit is awarded for the achievement of specified learning outcomes. No additional credit can be awarded for achievement above the threshold level (although such achievement can be recognised through the award of marks or grades).

“credit accumulation” means the totalling of relevant credits towards the completion of a qualification or a part qualification.

“credit transfer” means the vertical, horizontal or diagonal relocation of credits towards a qualification or part qualification at the same or a different level registered on the same or different sub-framework, usually between different programmes, departments or institutions.

“curriculum” means the complete programme of study for a particular degree, diploma or certificate.

“Duly Performed (DP)” means a student has fulfilled the minimum requirements in terms of attendance and full period mark to sit for an examination in a particular module.

“elective modules” support achievement of the programme learning outcomes and form part of the approved programme specification. A list of possible elective modules is stated for each programme and students can choose modules from this list.

“equivalent status” means recognition of a qualification from another tertiary institution for admission to a higher degree.

“examination” means a formal evaluation of a student’s academic performance, which may be in the form of a written examination, an oral examination, a practical examination, a dissertation, a thesis, or any other formal examination.

“examination mark” means the mark obtained in an examination.

“examiner” means a person appointed by a Faculty Board to assess the academic performance of a student.

“EXCO” means the Executive Management committee as stipulated in clause 68(b) of the Statute of the University of Zululand.

“final mark” means the mark derived from a combination of a Full Period Mark and an examination mark.

“final semester” means the semester that concludes the curriculum.

“final-year student” means a student who is registered for sufficient modules to lead to the completion of a qualification.

“first-year student” means a student who has not obtained sufficient credits at this University or any other University for promotion to the second academic year of a degree, diploma, or certificate.

“foundation modules” means development modules in extended curriculum programmes.

“formative assessment” measures students’ progress during the learning process to provide ongoing feedback and incremental feedback. It includes a range of formal and informal assessments typically to monitor the progress being made towards achieving learning outcomes and obtaining a semester mark or predicate, i.e. admission to the summative assessment.

“full period mark” means the combination of all assessment marks, which mark will be used in combination of the examination mark to calculate the final mark.

“level of study” means the level at which a student is positioned within the curriculum of the qualification for which he or she is registered.

“moderator” means a person appointed by a Faculty Board to evaluate the quality and the marking of assessments or examinations.

“module” means a unit of study material within the curriculum of a particular degree, diploma or certificate and are distinguished between compulsory, elective, foundation and service modules; **“National Senior Certificate”** or **“NSC”** means a high school diploma and graduate certificate of South Africa. This certificate is commonly known as the matriculation (matric) certificate, with grade 12 as the matriculation grade. The NSC, previously known as the Further Education and Training Certificate or FETC, replaced the Senior Certificate effectively in 2008, was phased in starting with grade 10 in 2006.

“National Qualifications Framework” or **“(NQF)”** means the comprehensive system, approved by the Minister of Higher Education and Training, for the classification, coordination, registration, and publication of articulated and quality-assured national qualifications and part qualifications. The South African NQF is a single integrated system comprising three coordinated qualifications sub-frameworks for: General and Further Education and Training; Higher Education; and Trades and Occupations.

“notional learning hours” means the agreed estimate of the learning time that it would take an average student to meet the defined learning outcomes of the course-unit or programme; it includes consideration of contact time, research, completion of assignments, time spent in structured learning in the workplace, individual learning and assessment. They are therefore not a precise measure but, provide students with an indication of the amount of study and degree of commitment expected. Ten notional hours equate to one credit.

“notional learning time” means taught or contact time will vary according to the mode of delivery, but notional learning time will not. All learning relevant to the learning outcomes should be considered when notional learning time is being estimated. Consideration should also be given to the level at which the learning is being offered. Notional learning time is not equivalent to the actual time that any particular learner needs to spend in order to achieve the learning outcomes. The real time will vary according to the individual's capability, degree of prior experiential or other learning and the mode of learning, for example, in the case of work based learning the actual time spent in the workplace may greatly exceed the notional time required to achieve the specified learning outcomes. Any prior skill or knowledge required of the learner should not be included in an estimate of notional learning time. Higher Education uses the 10-hour credit which means that each credit awarded equates with 10 notional hours of successful learning. The notional learning time encompasses all time (formal classes, self-study, reading, searching the internet for information, writing assignments) spent by the learner in pursuit of achieving the designated learning outcomes. The emphasis is on the term 'notional' because it is well known that the actual time which learners need to achieve designated learning outcomes varies considerably. It is based on how long it would take an average full-time student entering a university and studying that subject, at that level, for the first time would take to gain the knowledge, skills and understanding to achieve the learning outcomes. So it is presumed that an 'average' student will take 200 hours to successfully achieve a 20 credit module.

“NQF level” means one of the series of levels of learning achievement arranged in ascending order from one to 10 according to which the NQF is organised and to which qualification types are linked.

“postgraduate student” means a student who is registered for a Postgraduate Certificate, Postgraduate Diploma, Honours, Masters or Doctoral degree.

“Prerequisite” means a module that a student must pass before continuing with the more advanced module.

“Programme” means a purposeful and structured set of learning outcomes leading to a qualification.

“progression/promotion” means by which individuals are permitted to move through yearlevels by accumulating appropriate combinations of credits.

“promotion” means the combined result of both the continuous assessment and the summative assessment conducted.

“Qualification” means a formal recognition and certification of learning achievement awarded by the university.

“re-checking” means verifying administratively by the Examinations department whether all questions in a particular paper have been marked and whether such marks have been correctly totalled.

“recognition of a module credit” means a module successfully completed at a specified NQF level within an academic programme that may be used to exempt a student from, and grant credit for an equivalent module in another academic programme, provided that the module for which the student is registered is at the same NQF level and same learning outcomes.

“Recognition of a module exemption” means a module successfully completed at another institution which may be used to exempt a student from and grant credit for an equivalent module in an academic programme, provided that the module is at the same NQF level and has the same learning outcomes.

“re-examination” means a scheduled examination after the regular examination has taken place, as determined by Senate.

“re-marking” means the re-marking of an examination paper by an external examiner on application by a student.

“returning student” means a student who has previously registered with the University;

“semester” means one half of the academic year of the University.

“semester mark” means the full period mark obtained from continuous assessment in a semester module.

“Senate” means the Senate of the University as comprised of in section 29 of the Statute of the University.

“senior certificate” means a school-leaving certificate with pass marks in at least five Higher Grade or five Standard Grade subjects or a combination of five Higher Grade and Standard Grade subjects, approved by the Committee of Principals and issued by the Council, or an equivalent certificate issued prior to the commencement of section 9 of the South African Certification Council Act, 1986 (Act 85 of 1986).

“senior student” means a student who is not classified as a first-year student.

“special re-examination” means an examination granted to a candidate to facilitate the completion of a qualification.

“service module” means a module presented in a particular faculty that is a required module for qualifications.

“student” means a person who is registered for a qualification offered at the University or a person who, prior to being registered as a student was granted special permission by EXCO to conduct any student or other activity on the university’s campuses.

“**summative assessment**” means assessment of learning and is distinguished from formative assessment, which is assessment for learning. Summative assessment takes place after the learning has been completed, i.e. at the end of a semester or year, and provides information and feedback that sums up the teaching and learning process.

“**supervisor**” means a member of staff and/or any other person appointed by the Higher Degrees Committee to oversee the research project or dissertation or thesis of a postgraduate student.

“**syllabus**” means the contents of a module.

“**University**” means the University of Zululand.

“**work-integrated learning**” or “**WIL**” refers to learning that is incorporated into the curriculum of qualifications of a vocational and professionally oriented nature at all levels of the HEQSF with the purpose of integrating theory and practice. WIL as a structured part of a qualification must be appropriate to the purpose of the qualification, the volume of the learning allocated to the WIL, the cognitive demands of the learning outcomes and the assessment criteria of the appropriate level descriptors of the qualification.

“**year of study**” means the year in which a student is registered at the University, which corresponds with a student’s academic year of study. However, students who fail modules or who change programmes might not have a corresponding level in terms of academic status; for example a student in his or her second year of study who has changed programmes after the first year of study would have first-year academic status. For the purposes of determining a student’s year of study, the time spent on foundation programmes shall not be considered.

- (2) Where the term "**Council**" appears in italics in the General rules it indicates a power delegated by Council to Senate.
- (3) Where the term "**Senate**" appears in italics in the General rules it indicates a power delegated by Senate to a Faculty Board.

G2 Application of General rules

- (1) The rules in this Calendar are based on the Higher Education Act 101 of 1997 (as amended), and the statutes and regulations framed thereunder, and the resolutions taken by Council and Senate in terms of the Act and in terms of such statutes and regulations.
- (2) These general rules apply throughout the University and any rule made in any Faculty is subject to these general rules. Students are personally responsible for being well-informed as regards General Rules and faculty rules, and for complying with the said rules.
- (3) If the rules of a Faculty prescribe special requirements for the study of a subject or module, such rules also apply where the said subject or module is offered to students in another Faculty,
- (4) Upon registering, a student undertakes to abide by general and faculty rules, as amended from time to time.

G3 Rights of the University

- (1) The University may confer and award such qualifications as approved by the relevant authorities.
- (2) No person is entitled to the privileges attached to a degree, diploma or certificate unless such a degree, diploma or certificate has been conferred on or awarded to him or her at a congregation of the University.
- (3) A qualification obtained by a student in an improper manner shall be revoked by Council.

- (4) The University reserves the right to withhold a degree, diploma, certificate or letter confirming completion of a degree, diploma or certificate or the December results of examination(s) until all prescribed fees and outstanding fines are paid.
- (5) The University reserves the right to exclude a student from pursuing his or her course of study should his or her academic performance or conduct proves to be unsatisfactory or if he/she fails to pay the required fees.

UNDERGRADUATE DEGREES, DIPLOMAS AND CERTIFICATES, AND NON-DEGREE MODULES

G4 Admission requirements for certificates, diplomas and bachelors degrees

- (1) A person who wishes to study at the University must apply to the Central Applications Office (CAO) for consideration to be admitted to the University.
- (2) A returning student who is not registered in the current year and who wishes to be readmitted in the following academic year must complete an application form and submit it to the Admissions Office on or before the date prescribed in the Calendar.
- (3) Compliance with the minimum requirements for entering a qualification does not mean automatic admission to it.
- (4) To be admitted to an undergraduate qualification, a person must comply with the requirements set out in one of the following categories, unless otherwise prescribed by Faculty rules:

CATEGORY 1

General Admissions Criteria

All Faculties of the University apply the following minimum new National Senior Certificate (NSC) achievement ratings for admission to undergraduate degree, diploma and certificate qualifications:

Degree

An NSC with an achievement rating of 4 (50%) in four recognised NSC 20 credit subjects; an achievement rating of 3 (40%) in Life Orientation; and an achievement rating of 3 (40%) in English as First Additional Language (FAL), or 4 (50%) in English as Home Language;

Diploma

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (moderate Achievement, 40-49%) or better in four recognized NSC 20-credit subjects; an achievement rating of 3 (40- 49%) in Life Orientation and an achievement rating of 3 (40-49%) in English as First Additional Language (FAL), or 4 (50-59%) in English as a Home Language.

Higher Certificate

The minimum admission requirement is a National Senior Certificate as certified by Umalusi. In addition to the minimum ratings achieved, each Faculty sets its own minimum entry requirements.

CATEGORY 2

An old Senior Certificate (pre 2008) with endorsement that the holder has obtained exemption from the matriculation examination.

CATEGORY 3

If a candidate has not obtained full exemption from the matriculation examination in case of a SC and seeks to qualify for conditional exemption from Universities South Africa, he/she must

- (a) be at least 23 years of age; and
- (b) have passed four (4) subjects with at least an “E” symbol.

Conditional exemption must be obtained prior to registration.

CATEGORY 4

- (1) Applicants who do not meet the requirements in category 2 may qualify for mature age exemption.
- (2) In order to qualify, an applicant must be 45 years and above.

Mature age exemption must be obtained prior to registration.

CATEGORY 5: INTERNATIONAL STUDENTS

- (1) International students must apply through SAQA/USAF to have their international qualifications/certificates evaluated for equivalency.
- (2) All certificates of equivalency must be obtained in order to be considered for admission.
- (3) All requirements for international students as contained in the University’s admissions policy must be complied with in order to be admitted to the university.
- (4) Any offer of admission to students are conditional upon the student acquiring a South African Student Visa.
- (5) No fulltime student studying at any University campus in South Africa shall be registered without a valid South African Student Visa.
- (6) International post graduate students who do not intend on studying at any University campus in South Africa whilst conducting research may register without a South African Student Visa.

CATEGORY 6: RECOGNITION OF PRIOR LEARNING (RPL)

UNIZULU’s academic programmes allows one to apply for recognition and credits for skills and learning acquired through means other than through formal learning programmes. One’s skills and knowledge will be evaluated and if it is found to be relevant, one may be granted appropriate credits. RPL may thus make it possible for one to either gain access to or earn credits towards a UNIZULU academic programme based on prior non – formal learning, thereby reducing the time to complete the qualification. If one is interested in RPL, please contact the admissions office at admission@unizulu.ac.za or 035 902 6030/6178

CATEGORY 7: CERTIFICATE OF COMPLETE EXEMPTION BY VIRTUE OF POST-SCHOOL QUALIFICATIONS

- (a) a senior certificate issued by the Council or any of the examining institutions previously recognized for this purpose by the Matriculation Board for matriculation exemption, or any other qualification approved by the Committee of Principals;

- (b) a relevant diploma approved by the **Committee of Principals**, from a university or technikon, with a minimum prescribed full-time post-school duration of two years; or
- (c) one of the following diplomas approved by the **Committee of Principals**, with a minimum prescribed full-time post-school duration of study of three years:
 - (i) teachers' diploma obtained from a South African teachers' training college;
 - (ii) nursing diploma obtained from a South African nursing college in terms of a cooperation agreement with a South African university; or
 - (iii) any other equivalent post-school qualification approved by the **Committee of Principals**.

G5 Registration

- (1) Once admitted, a person may be registered for a particular year and qualification.
- (2) Registration is at the sole discretion of Council.
- (3) Once registered, a student is bound to observe all the current rules and regulations applicable to students and is subject to the disciplinary authority of the University.
- (4) Council may prescribe minimum requirements for a person who wishes to re-register for the following year with the aim of continuing his or her studies.
- (5) A student must pay the prescribed fees on or before the dates specified in the General Calendar.
- (6) The curriculum that a student intends following is as set out in the particular Faculty prospectus.
- (7) The Faculty may advise the selection of modules that a student intends to register for in a particular year.
- (8) A modification to the selection of modules is subject to the rules applicable at the time of modification.
- (9) If a student who has studied at another Higher Education Institution wishes to apply for admission to the University of Zululand, such application must be accompanied by a certificate of satisfactory conduct as well as academic transcript from the other institution. Admission remains the prerogative of the University of Zululand;
- (10) The last date for registration is as stipulated in the Calendar, after which no person shall be registered, except where otherwise authorised by EXCO.
- (11) No student will be allowed to register simultaneously for more than one qualification at the University.
- (12) Qualifications are based on modules, and modules with a minimum total credit value, as prescribed by National Policy.
- (13) A lost or stolen registration card ("student card") can only be replaced at a cost determined by the University.
- (14) Except with the special permission of Senate a student may not, in the same academic year be registered for a degree, diploma, certificate or modules at the University and at another University.
- (15) **Change of programme**
 - (a) Subject to the provisions of this Rule, a student may change registration from one programme to another on **one occasion only**, irrespective of whether the second programme is offered in the same faculty or another faculty; except where otherwise approved by Senate.

- (b) A student may change registration from one programme to another after the first or second year of study only, provided that he or she meets the entry requirements for the second programme and provided further that enrolment targets have not been exceeded.
- (c) Where a student has been allowed to change registration from one programme to another after the first year of study, the prescribed period of study shall be calculated from the registration of the new programme.
- (d) Any change in registration must be completed within the registration period.
- (e) A student who has been excluded from a programme may not change registration to any other programme offered by the university.
- (f) This rule applies only to undergraduate students who have not completed their studies.

(16) **Modification of Modules**

- (a) Subject to the provisions of this Rule and Rule G6(2), a student may modify his/her registration within the prescribed period in the calendar.
- (b) No modification will be allowed outside the prescribed period without the approval of Senate.

(17) **Interruption of study**

- (a) Students who interrupt their studies for whatever reason, except academic exclusion from the University, may resume their studies in subsequent years, provided that:
 - (i) they meet the entry and/or academic progression requirements for continuation of their studies;
 - (ii) enrolment targets for that programme have not been exceeded;
 - (iii) the programme forms part of the university's approved qualifications list and that the programme has not been discontinued; and
 - (iv) the interruption of studies did not exceed a period of 5 years;
- (b) Students who wish to return to the University after interrupting their studies must apply for re-admission prior to the final date for admissions stipulated in the Calendar in the year preceding their return, in which event their applications will be assessed against the usual progression criteria applying to returning students who have not interrupted their studies, as set out in the rules.
- (c) If the interruption of studies exceeds a period of five years, a student must:
 - (i) apply for re-admission to a programme in which he was registered for prior to the interruption of his/her studies subject to the provisions of clause 17(C)(ii)(a-b) below; or
 - (ii) in the case of the programme not being offered in a particular year or discontinued, apply for admission into any accredited programme, provided that:
 - (a) the provisions of clause 17(b) has been complied with, and
 - (b) no more than fifty percent of completed credits obtained prior to the interruption may be recognised towards fulfilment of the requirements of the new programme;
 - (c) approval of Senate is obtained.
- (d) Should a returning student wish to enrol for a programme different from the one for which he or she has been registered, the General Rule for the change of programme shall apply.

G6 Number of modules that may be registered for in a semester

- (1) A full-time student must register for all prescribed modules for a particular qualification in a particular semester, subject to any co - or pre-requisites and in line with the academic structure as approved by Senate.
- (2) Subject to the provision of (1) above, a student may only register one module in addition to those prescribed for a particular qualification in a particular semester with the approval of the Dean of the Faculty.

G7 Transitional rules regarding phased-out programmes

- (1) Specific I rules may apply, as approved by Senate in the case of phased-out programmes, in which case such rules may take preference over these rules.

G8 Admission to examination

- (1) To be admitted to an examination in a module a student must:
 - (a) be registered for that module in that semester or year;
 - (b) have completed the minimum amount of work prescribed;
 - (c) have obtained a full period mark of at least 40%;

G9 Assessment

- (1) A final mark is based on the full period mark and a final examination mark.
- (2) The examination mark must count for at least 50% of the final mark.
- (3) Marked examination scripts and mark sheets will be retained for safekeeping by the Registrar's office for a period of 5 years.
- (4) Except as otherwise indicated in this Rule, where a student meets the required standard for a pass in an examination, including an aegrotat examination, the actual final mark obtained and the classification of the pass (merit or distinction), shall be recorded on the student's academic record.
- (5) Where a student who has been granted a re-examination has succeeded in meeting the required standard for passing the module, the actual mark obtained for the examination must be captured on the student administration system, however the system will condone the mark to a final pass mark of 50%, which mark shall be recorded on the student's academic record.
- (6) Where a student fails a re-examination or special re-examination, the actual mark obtained in that examination shall be recorded.
- (7) A student who has missed an assessment with valid reasons as described in Rule G13 shall have 7 days to submit evidence and be given a re-assessment. Once 7 days has lapsed, no representation regarding a missed assessment shall be entertained.
- (8) A student shall have 3 days after the publication of their full period mark to query such mark. Once 3 days has lapsed, no representation regarding a full period mark shall be entertained.
- (9) The onus is on the student to ensure that he/she check/verify his/her published final marks within 3 days after publication after which no modification will be allowed.
- (10) A student /who has erred in respect of the examination timetable and/or the scheduled test timetable, or as regards submission of assignments or research essays shall not be allowed to apply for condonation in respect of the error.
- (11) No student will be allowed to partake in any form of assessment or have their assessment marks captured without being registered for the relevant module.

G10 Minimum marks required for pass, merit pass and distinction

- (1) To obtain a pass, a final mark of 50% is required.
- (2) To obtain a certificate, diploma or degree with merit, a candidate must
 - (a) have achieved an average mark derived from the marks for all the modules for the qualification of at least 65%;
 - (b) have completed the qualification in the minimum prescribed time; and
 - (c) have passed all modules at first attempt;
- (3) To obtain a certificate, diploma or degree with distinction, a candidate must
 - (a) have achieved an average mark derived from the marks for all the modules for the qualification of at least 75%
 - (b) have completed the qualification in the minimum prescribed time; and
 - (c) have completed all modules at first attempt.
- (4) A student who has obtained a semester or year mark or an examination mark of 39%, or final mark of 39%, 49%, 64% or 74%, may be entitled to an automatic condonation towards one mark higher than the one obtained resulting in a change in result status, irrespective of the number of modules in which a student has obtained such a semester or examination mark.
- (5) In giving effect to sub-rule 4, the lecturer shall in the first instance record the actual mark that the student obtained after which the student administration system shall automatically change the mark.
- (6) Certificates, diplomas and degrees passed with merit will only reflect on the academic record of a student and not on the actual certificate.
- (7) Certificates, diplomas and degrees passed with distinction will reflect on the academic record as well as the actual certificate.

G11 Subminima

- (1) In order to pass any course, a student shall attain a subminimum of 40 per cent in the examination in each module.
- (2) A student who attains a final mark of 50 per cent or more in a module, but fails to obtain a subminimum in an examination, may sit for a re-examination in that paper or module.

G12 Examination procedure

- (1) All examinations are conducted at venues determined by the Registrar.
- (2) An examination of a module in a degree, diploma or certificate is conducted by an examiner, co-examiner and moderator where applicable.
- (3) The examiner must set an examination paper and mark the script submitted by a student, and may be assisted by a co-examiner in undertaking this responsibility.
- (4) The moderator assesses a selected sample of examination scripts and reports the outcome of such examination to the Office of the Registrar.
- (5) The Head of a Department is accountable to the Dean of the Faculty for the examination of the academic performance of all students doing modules offered by that Department.
- (6) The University policy on external examination and moderation shall apply.
- (7) Senate has the right to appoint an external examiner or moderator or both for the examination of any module.

G13 Aegrotat examination

- (1) An aegrotat examination may be granted to a student prevented from taking part in the final examination of a module
 - (a) by illness on the day of the examination or immediately before it, on condition that he or she submits a doctor's certificate specifying the nature and duration of the illness and declaring that for health reasons it was impossible or undesirable for him or her to sit for the examination; or
 - (b) by family circumstances, such as the serious illness or death of a close relative at the time when the examination was conducted, on condition that substantiating evidence of such circumstances is produced; and
 - (c) any other legitimate circumstance beyond a student's control, provided that substantiating evidence of such is provided and subject to approval by the Registrar.
- (2) An aegrotat examination shall not be granted to a student who has written the final examination
- (3) An application for an aegrotat examination must be submitted to the Examination Section within 7 days prior to the commencement of the re-examination.
- (4) The Examination Section will:
 - (a) approve or reject the application; and
 - (b) inform the relevant examiner
- (5) The final mark for a module for which an aegrotat examination has been granted shall be determined according to Rule G9.
- (6) A student who has been granted an aegrotat examination will not qualify for any re-examination after the aegrotat examination.

G14 Re-examination

- (1) A student qualifies for admission to a re-examination in a module if he or she obtained a final mark of between 40% and 48% in that module provided the subminimum of 40% was obtained in the examination.
- (2) A re-examination shall be conducted in the period specified in the General Calendar.
- (3) The mark obtained in the re-examination shall be recorded separately, and the original mark will remain on the student's academic history.
- (4) A student who has written a re-examination in a module will not qualify for another re-examination in that same module, except if subject to G15A below.
- (5) Subject to the provisions of Rule G(9)(5), a final pass mark of 50%, not the actual mark obtained, shall be recorded on the student's academic record;

G15 Special Examinations

G15A. Special Examination for final-year students in respect of last-outstanding modules

- (1) Students in their final academic year who, after the completion of the November examination period have 32 credits (2 modules) outstanding for completion of the curriculum of the qualification for which they are registered may be granted a special -examination in respect of such module(s), irrespective of the semester in which such modules were presented and/or examined and irrespective of the number of times the student has previously attempted an examination in a module.

GENERAL CALENDAR

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- (2) Students who at the end of the special re-examination period continue to have outstanding credits towards their degrees must thereafter either re-register in terms of the rules or register at another institution in terms of the relevant rules.
 - (3) To qualify for consideration under this Rule a student must have duly performed in the module.
 - (4) The clearance opportunity envisaged in this Rule is given only in respect of modules for which the student has been registered. The modules must have been registered in the previous academic year.
 - (5) Special re-examinations are conducted only in the period specified in the general calendar.
 - (6) Applications for special examinations must be done in writing to the Registrar (Examination Section) before or on the date stipulated in the calendar.

15 B. Extended duly-performed status for last-outstanding modules

- (1) No extension of duly performance of a previous academic year will be allowed to be carried over to another academic year.

15 C. Re-registration of last-outstanding modules at another institution

- (1) Students in their final academic year who have 48 credits or fewer credits outstanding (excluding major modules) for completion of the curriculum of the qualification for which they are registered, may apply for permission to register at another institution, subject to the provisions of Rules G5(14), G15 B(3), G20 and G21
- (2) A student who wishes to register at another institution in order to obtain the necessary credits for fulfilling the outstanding requirements for obtaining a qualification at the University shall:
 - (a) be responsible for complying with all the requirements of both institutions;
 - (b) select a course(s) or module(s) at the other institution that must be comparable with the modules failed at the University;
 - (c) obtain from the Dean of the faculty in which he or she was registered, written permission to register at the other institution and written confirmation that the proposed course(s) or module(s), if passed, would satisfy the outstanding requirements for obtaining the degree and that they would be recognised for such purposes;
 - (d) pay the usual fees associated with the granting of credits obtained at another institution.
- (3) This Rule applies to all modules in an undergraduate curriculum, irrespective of the year in which the modules are offered, however excludes major modules.
- (4) The written permission granted by the Dean as referred to in Rule 15C (2)(c) above is valid for a maximum period of one year.

G16 Rechecking and remarking of examination scripts

- (1) A student may apply to the Registrar (Examination Section) for the rechecking of an examination script, provided that
 - (a) the application is made in writing;
 - (b) the application is submitted within 3 days after the official publication of results; and
 - (c) the prescribed fee is paid.
- (2) If a student is not satisfied after rechecking he/she may apply to the Registrar (Examination Section) for remarking provided that:
 - (a) the application is made in writing;

- (b) the application is submitted within 3 days after the outcome of the re-checking; and
- (c) the prescribed fee is paid.
- (3) This rule applies to examination papers in undergraduate modules.
- (4) Remarking or rechecking may change the result status of a candidate if
 - (a) a fail becomes a pass;
 - (b) a pass becomes a pass with merit; or
 - (c) a pass with merit becomes a pass with distinction.
- (5) If, as a result of remarking, the result status of a candidate changes for the better, then the required fee will be refunded.
- (6) Rechecking or remarking of a script may not result in the lowering of a mark.
- (7) Remarking of a script shall be done by an external examiner appointed for this purpose.
- (8) The Examination Committee of the Faculty concerned must finalise the result.

G17 Study material

- (1) At the start of a module, the lecturer must supply to each student in a particular course
 - (a) a module outline;
 - (b) a study time-table;
 - (c) the scope of material to be covered;
 - (d) a list of prescribed works or study guides;
 - (e) sample questions; and
 - (f) an explanation of the modes of assessment
 - (g) weights and assessment criteria for each module
- (2) A lecturer must submit to his or her Head of Department, before the start of a semester, a copy of such documentation, or information as to where it can be obtained or viewed.

G18 External reviewer of qualification

- (1) An external reviewer and an alternate must be appointed by the relevant Faculty Board for each qualification.
- (2) The term of appointment of such reviewer must be determined by the Faculty Board, but may not exceed three years.
- (3) The external reviewer must submit an annual report on the overall examination of the qualification to the Dean of the Faculty, who must include this report in the annual Faculty report submitted to Senate.

G19 Evaluation of lecturers and modules

- (1) Students have the opportunity to evaluate lecturers and the contents of modules at regular intervals.
- (2) Deans must ensure that such evaluations take place regularly and report the findings to their Faculty Boards and Senate.
- (3) An evaluation instrument is available from the Teaching and Learning Centre office of the University, which may conduct such evaluations after consultation with the Dean.

G20 Academic Exclusion

G20 A. Academic exclusion of full-time students

A student may be excluded from a module, qualification or Faculty if the student fails to make satisfactory progress towards the completion of their qualification. Satisfactory progress is determined by assessing the number of minimum credits a student has accumulated over an academic year/s. Students who are unable to accumulate the minimum credits in an academic year, as set out below, will be excluded, as provided hereunder:

- (1) A student who does not perform satisfactorily may be placed on academic probation, be excluded from a faculty or from the University.
- (2) Full-time students in their first academic year who have failed to obtain the minimum number of credits towards the qualification for which they are registered, may be placed on academic probation on academic grounds, as determined by the Faculty Academic Exclusion Committee.
- (3) In addition to sub-rule 2, full-time students in their second or subsequent years of study who have failed to obtain the prescribed minimum number of credits towards the qualification for which they are registered, in accordance with the following criteria be excluded from their module, qualification or faculty, as determined by the Faculty Academic Exclusion Committee:
 - 3.1 After one year, a minimum of 32 credits.
 - 3.2 After two years, a minimum of 128 credits.
- (4) Students contemplated in sub-rule 3 may apply for registration for programmes in another faculty, subject to the provisions of the relevant rules.
- (5) Full-time students in their third or subsequent years of study who have failed to obtain the minimum number of modules towards the qualification for which they are registered, in accordance with the following criteria may be excluded from the University on academic grounds:
In the case of a three-year degree programme
 - 5.1 After three years, a minimum of 180 credits.
 - 5.2 After four years, a minimum of 300 credits.
 - 5.3 After five years, if a degree has not been obtained.

In the case of a four-year degree programme

- 5.4 After three years, a minimum of 240 credits.
- 5.5 After four years, a minimum of 360 credits.
- 5.6 After five years, a minimum of 420 credits.
- 5.7 After six years, if a degree has not been obtained
- (6) Students contemplated in sub-rule 5 shall thereafter not be entitled to register for any programme offered at the University
- (7) In calculating the number of years in terms of this Rule, the year that a student spent on a foundation programme, if applicable, shall not be considered.
- (8) Notwithstanding the provisions in this Rule indicating the contrary, the University may re-admit a student who has been excluded from the University where his or her subsequent experience or academic achievement justifies re-admission.

20B. Appeal against academic exclusion from a faculty and/or the university

- (1) A student who has been excluded on academic grounds from a programme shall be entitled to appeal against such exclusion.

- (2) Such appeal must be lodged with the Exclusion Appeals Committee no later than 10 January of every year.
- (3) The Exclusion Appeals Committee must consider and decide upon such appeals no later than 18 January of every year.
- (4) The Exclusion Appeals Committee shall consider all factors deemed pertinent to such a matter.
- (5) The Exclusion Appeals Committee may dismiss the appeal or re-admit the student, with or without specific conditions.
- (6) The decision of the Exclusion Appeals Committee shall be final and binding.

20 C. Academic probation

- (1) Full-time students, other than students in their first academic year, who have failed to obtain any credits for which they were registered and who have not been excluded, shall be given a written warning that notes their poor performance and draws attention to the exclusion provisions contained in the General Rules. In addition, such students shall be put to terms and be informed that failure to obtain a minimum of 64 credits from modules registered in the following academic year will result in academic exclusion, irrespective of whether or not they have met the exclusion criteria contained in the General Rules.
- (2) All students who fail to obtain a minimum of 64 credits from modules registered in a given academic year, shall be given a written warning that notes their poor performance, draws attention to the exclusion provisions contained in the General Rules, giving them notice that the rules will be enforced in future. A student who has been excluded from a faculty in terms of the rules and who has been enrolled for a programme offered in a different faculty, shall be enrolled on probation, on condition that the student obtains at least 64 credits in respect of the modules for which he or she has enrolled, failing which the student shall be excluded from the University.

G21 Acceptance of attendance, certificates of proficiency, and recognition of modules

- (1) Subject to Rules G5(14), G15(B) and G20, Senate may accept, as part of the prescribed period of attendance for a qualification, periods of attendance as a registered student at another university or institution, and certificates of proficiency in subjects issued by such other university or institution, provided that
 - (a) the student's total period of attendance amounts to the full period prescribed for the degree by the University;
 - (b) the student completes all major modules as outlined in the curriculum of the qualification at the University;
 - (c) the student shall not be exempted from more than 50% of the total number of modules prescribed for the qualification; and
 - (d) the courses from such other university or institution are equivalent in content and have at least the same NQF level and the same credit value as the modules for which exemption is sought.

G22 Exemption from modules

- (1) Subject to the policy on the recognition of modules and the rules, no module may be recognised for exemption from a completed qualification towards another qualification.

G23 Sequence of modules

- (1) In the absence of a provision to the contrary in the rules of a Faculty, no student may take a higher level module in a subject before he or she has completed the lower level modules in that subject.

G24 Level of study

- (1) A student's level of study shall be determined by the academic progression applicable to each programme.

POSTGRADUATE DEGREES**G25 Conferment of equivalent status**

A Faculty may:

- (1) admit a graduate of another university (whether in the Republic or elsewhere) to a status at the University equivalent to the status which he or she attained at the other university; and
- (2) admit as a candidate for a postgraduate degree or diploma, any person who
 - (a) has passed at another university or institution such courses as, in its opinion, are equivalent to or at a higher level than modules prescribed for the degree that is a prerequisite for admission to a specific postgraduate qualification; or
 - (b) has in any other manner attained a level of competence which, in its opinion, is adequate for the purposes of postgraduate studies.
- (3) The admission of all students admitted in accordance with rule G25(1) and (2) are subject to ratification by Senate. The Faculty Board must provide a motivation for recommendation to Senate for ratification immediately after admission in order to serve at the earliest Senate meeting.

HONOURS BACHELOR'S DEGREES**G26 Admission and registration****Admission**

The process or act in terms of which it is determined whether or not a prospective postgraduate candidate should be allowed to register for the proposed postgraduate degree, bearing in mind the suitability of the candidate, the nature of the proposed research and the availability of resources. Admission is the first stage of the academic registration process and involves an academic decision by the Head of Department and the Dean of Faculty. Once admitted, a candidate can then proceed to be formally registered as a student.

- (1) Prospective Honours students apply for admission to the academic department hosting the qualification.
- (2) The head of department which hosts the degree (HOD) will assess the academic suitability of the prospective candidate and either admit the applicant or reject the application.

Registration

The formal process or act in terms of which a postgraduate candidate who has been admitted, or a candidate who has previously been registered becomes a student in a particular year. Registration is the second stage of the academic registration process and involves an administrative decision by the Registrar. Once registered, a candidate has all the rights, privileges and obligations of a student.

- (1) After admission to the qualification is approved by the HOD, the candidate submits the application form (together with the SAQA certificate and/or a conferment of equivalent status form if applicable) to the Admissions Office in the Registrar's division together with proof of payment of the application fee. The Admissions Office will issue the candidate with a student number (if necessary) and an acceptance letter.
- (2) On registration the candidate will pay the registration fee and complete a registration form.
- (3) Candidates may also complete a tuition fee waiver form. This fee waiver form will be used to determine the amount of fees that may be waived in respect of the candidate, and the candidate must settle the balance within the prescribed time frames.
- (4) The registration form must be signed by the HOD and it is then submitted to the Deans Office for finalization.
- (5) On completion of the abovementioned process the candidate is academically registered.

G27 Assessment

- (1) Senate, on the recommendation of the Faculty Board, shall appoint an external examiner for the Honours degree.
- (2) The final mark for a module other than the research paper comprises a continuous assessment component and a final examination.
- (3) The year mark may not comprise more than 40% of the final mark.
- (4) A final mark for a module of below 50% constitutes a fail.
- (5) The research paper is assessed through the examination of a final mini-dissertation or report that must be submitted by the end of semester two.
- (6) The examination may also include components such as an oral presentation of the research and seminar presentations as outlined in Departmental rules.
- (7) No re-examinations are held for modules, however, a student may be granted a special re-examination, which is conducted on the date specified in the Calendar, in a module if by passing that module he or she will complete the requirements for the qualification, provided that he or she
 - (a) was registered for that particular module in the preceding year; and
 - (b) obtained a minimum final mark of 40% in the module.
- (8) The final mark for the qualification will be derived from credit weighted marks for each of the modules. To obtain
 - (a) a pass, a final mark of at least 50% is required in all modules;
 - (b) a pass with merit, a final mark of at least 65% is required, with a subminimum of 55% in all modules, and the degree must have been completed in the minimum time;
 - (c) a pass with distinction, a final mark of at least 75% is required, with a subminimum of 60% in all modules, and the degree must have been completed in the minimum time.

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- (9) Modules that are failed may be repeated and must be passed within a period of one year after the module is first failed in order to retain credit for the modules that have been passed, provided that
- (a) if the failed module(s) is/are not compulsory then a substitute module(s) must be passed within a period of one year in order to retain credit for the modules passed, and
 - (b) if, after the period of one year, not all components have been passed the Honours qualification must be repeated in its entirety.
- (10) Substitute modules referred to in (10) above must be Honours-level modules and the Head of Department must approve the substitution. If a substitute module is selected from another Department the substitution must also be approved by the Head of the Department that offers the module.
- (11) Rechecking and remarking of examination scripts is permitted under the same provisions as Rule G16 above.

G28 Duration of the qualification and Interruption of Studies

- (1) The total duration of the qualification may not exceed one year for full-time students, and two years for part-time students unless Senate grants and extension.
- (2) The Dean of a relevant faculty may grant a student permission to place his/her studies in abeyance for a period of no more than one (1) year, however the student must re-register for the same qualification prior to the last date for re-registration in the presuming year.
- (3) Should the student fail to register in the subsequent year, she/he will have to apply *de novo* for admission and any period/s during which she/he was not registered for the qualification will be included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student.
- (4) Applications for abeyance must be submitted in writing to the dean for a decision and communicated to the Office of the Registrar.

MASTER'S DEGREES**G29 Admission**

- (1) While admission into any postgraduate programme is determined by the relevant rules and policies, admission into postgraduate study at the research Master's and Doctoral level is significantly influenced by the processes of pre-definition and work prior to formal application.
- (2) All candidates must first discuss their intended topic informally with the HOD and prospective supervisor.
- (3) If the HOD holds a preliminary view that the candidate meets the minimum academic requirements for admission and has the necessary academic maturity to enroll for the degree, that the proposed topic is suitable and that supervision capacity and other resources exist in the Department, the HOD will request the candidate to submit a statement of intent.
- (4) A statement of intent is not a research proposal but rather a preliminary document that assists the HOD in determining whether a candidate and the proposed research topic are suitable and whether the candidate can proceed to the proposal writing stage. It provides a brief background and contextualisation of the intended study as well as some evidence that the candidate has knowledge of research methodology at the appropriate level.
- (5) A statement of intent shall contain:
 - (a) A preliminary title

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- (b) The field of study
 - (c) The purpose of and rationale for the study
 - (d) An indication of the preliminary work that has been done to determine the suitability of the proposed topic for further in-depth research
 - (e) Broad time frames for the research
 - (f) Reasons why the candidate is suitable for conducting the type of research proposed
 - (g) Any other information that the candidate considers relevant in determining whether the intended research should proceed.
- (6) On receipt of the candidate's statement of intent, the HOD shall refer the statement to a prospective supervisor(s) with a view to determining whether:
- (a) Suitable supervision capacity exists in terms of expertise and experience
 - (b) Potential supervisors are willing and able to accommodate the supervision within their current workloads and in compliance with institutional policy
 - (c) The nature and extent of the proposed research render the topic suitable for research towards the proposed postgraduate degree
 - (d) The candidate has the necessary motivation and academic background and/or experience in the field of study to undertake the proposed research
- (7) To assist in the decision, an HOD may, where appropriate, request a candidate to present the letter of intent to a departmental meeting or seminar.
- (8) The HOD shall approve the statement of intent only if the criteria mentioned in Clause 7.1.5 above have been met. In appropriate circumstances, where the failure to meet the criteria is not material, the HOD may request that the statement of intent be reworked and resubmitted.

G30 Registration

- (1) On approval of the statement of intent, the candidate submits an application form (together with the SAQA certificate and/or the Conferment of Equivalent Status form, if applicable) to the Admissions Office together with proof of payment of the application fee. The Admissions Office will issue the candidate with a student number (if necessary) and an acceptance letter.
- (2) On registration the candidate will pay the registration fee and complete a registration form.
- (3) Candidates may also complete a tuition fee waiver form. The fee waiver form will be used to determine the amount of fees that may be waived for the candidate, and the candidate must settle the balance within the prescribed time frames.
- (4) The registration form must be signed by the HOD and it is then submitted to the Dean's Office for finalisation.
- (5) On completion of the abovementioned process the candidate is registered academically.
- (6) The deadline for registration is the date stipulated in the University Calendar.

G31 Deregistration

- (1) Underpinning the process of registration is the understanding that a postgraduate candidate will be required to develop an acceptable dissertation or thesis proposal to enable final academic registration. The format and requirements of such a proposal are set out in the Higher Degrees Guide.
- (2) Normally research proposals should be completed and accepted by the respective Faculty structures and ultimately by the appropriate Senate committees (the Higher Degrees Committee and the Research Ethics Committee) within the following time frames:

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- (a) A full-time Master's candidate should submit a research proposal within 4 months of registration and gain acceptance within 6 months;
 - (b) A full-time Doctoral candidate should submit a research proposal within 6 months of registration and gain acceptance within 8 months;
 - (c) A part-time Master's or Doctoral candidate (and a Coursework Master's candidate) should submit a proposal within 8 months of registration and gain acceptance within 12 months of first registration
- (3) The date of acceptance of a proposal is the date upon which approval of both the Higher Degrees Committee and the Research Ethics Committee has been obtained.
 - (4) Should the time frames stipulated in Clause 7.3.2 not be met, the supervisor shall report the delay to the HOD, give reasons for the delay and suggest appropriate action to be taken in the matter. The HOD shall in turn report the matter to the committee charged with overseeing postgraduate degrees in the Faculty.
 - (5) The relevant faculty committee shall consider the HOD's report and take appropriate action. Normally such action shall be de-registration of the candidate, but in appropriate circumstances the deadlines may be extended for no more than three months. No further extensions will be permitted.
 - (6) A candidate whose proposal has not been accepted within the time frames set out in Clause 7.3.2 or any extended period granted in terms of Clause 7.3.5 shall be deregistered.

G32 Duration of qualification and Interruption of Studies

- (1) The Master's degree shall not be conferred on a candidate before at least one year has elapsed since the first registration of the degree.
- (2) The Dean of a relevant faculty and Supervisor may grant a student permission to place his/her studies in abeyance for a period of no more than one (1) year, however the student must re-register for the same qualification prior to the last date for re-registration in the presuming year.
- (3) Should the student fail to register in the subsequent year, she/he will have to apply de novo for admission and any period/s during which she/he was not registered for the qualification will be included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student.
- (4) Applications for abeyance must be submitted in writing to the dean of the relevant faculty and supervisor, who must both approve the request and approval must be communicated to the Office of the Registrar.

G33 Assessment

- (1) The assessment may consist of
 - (a) two or more written examination papers; or
 - (b) a dissertation; or
 - (c) written examination papers and a dissertation; or
 - (d) a dissertation and an oral examination.
- (2) If a written examination is required, it shall be conducted on the dates specified in the Calendar.
- (3) A student may not sit for the examination more than twice without the permission of Senate.
- (4) Senate, on the recommendation of the Faculty Board, must appoint two examiners, and one alternate.

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- (5) The dissertation will be sent to the examiners only after the Dean of the Faculty has received:
 - (a) a report from the Supervisor(s) that outlines relevant information concerning the research project that the examiners should be aware of;
 - (b) a letter confirming that the dissertation has been edited for the use of language; and
 - (c) a summary report from a recognised plagiarism detection service which confirms that the dissertation is acceptably free of plagiarism.
 - (6) The Master's dissertation must be examined by at least two examiners, one of whom may be an academic staff member at the University of Zululand who has not been a Supervisor or co-Supervisor of the student. If no academic staff member at the University of Zululand has the necessary expertise then both examiners will be external.
 - (7) The final mark for the Master's degree will be recommended to the Faculty Board by an Examination Committee, and the Supervisor (or co-Supervisor where there is one) must attend the meeting of the Examination Committee.
 - (8) The Examination Committee may recommend one of the following outcomes
 - (a) the dissertation is accepted without changes;
 - (b) the dissertation is accepted subject to minor corrections being completed to the satisfaction of the Supervisor(s);
 - (c) the dissertation is referred back to the student for more extensive revision and resubmission, and reconsideration of reports by examiners; or
 - (d) the dissertation is failed.
 - (9) In the case of (a), (b) or (d) above, the final mark will be based on the recommendations of the examiners.
 - (10) In the case of (c) above, if the revised dissertation is subsequently passed, the dissertation will be awarded a final mark of 50%; if not, the final mark will be based on the recommendations of the examiners.
 - (11) In the case of (b) above, a letter from the Supervisor, endorsed by the Head of Department, stating that all corrections and/or revisions requested by the examiners have been attended to, must be submitted to the Dean of the Faculty together with the revised dissertation, for forwarding to Examinations Section.
 - (12) To obtain
 - (a) a pass, a final mark of at least 50% is required;
 - (b) a pass with merit, a final mark of at least 65% is required;
 - (c) a pass with distinction, a final mark of at least 75% is required.

G34 Dissertation for master's degree

- (1) A student must work under the supervision of a University Supervisor in the subject concerned unless Senate has approved otherwise.
- (2) If a Supervisor is appointed who is not attached to the University, Senate must appoint a co-supervisor who is an employee of the University.
- (3) The title of a dissertation is approved for a period of five years, after which the student must apply to Senate for an extension of time.
- (4) The title of the dissertation may be changed only with the approval of the Faculty Board.
- (5) No dissertation may be submitted
 - (a) without the approval of Senate; and
 - (b) without a letter from the Supervisor in which he or she recommends that the dissertation be accepted for examination.

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- (6) By issuing the letter in (b) above the Supervisor does not imply that he or she recommends or approves the dissertation.
- (7) A dissertation which has previously been submitted for a degree at another university shall not be accepted, but material from the student's own published works may be incorporated into the dissertation.
- (8) The dissertation must show proof of the student's ability to work independently, and the language must be correct and the technical workmanship satisfactory.
- (9) A summary of not more than 500 words, in the language of the dissertation and in at least one other official language, must be included in the bound dissertation when it is submitted for examination.
- (10) When submitted, the dissertation must be accompanied by a declaration by the student regarding the extent to which it represents the student's own work, both in conception and in execution.
- (11) For examination purposes, a student must submit the dissertation in triplicate to the Registrar on or before the date specified in the Calendar if he or she intends to graduate the following year.
- (12) After approval of the dissertation, but before conferment of the degree, the student must submit, to the office of the Registrar, four bound copies and a digital version (saved on a CD or other suitable media) of the dissertation in pdf format.
- (13) A dissertation must be typed on non-transparent A4 paper, in at least one and a half spacing, with a margin of at least 2 centimetres on both sides of the page after the dissertation has been bound.
- (14) The dissertation must be bound in hard covers by means of a gluing process.
- (15) The title of the dissertation and the name of the candidate must appear on both the cover and the spine.
- (16) The title of the dissertation must bear the following inscription:
- (a) (full title of dissertation)
- (b) by (full name of student and student number)
- (c) submitted to the Faculty of
in fulfilment or partial fulfilment of the requirements for the degree
of in the Department
ofat the University of Zululand.
- (d) Supervisor:
- (e) Date submitted:
- (17) If, on the date of presentation, a portion of the dissertation submitted has not been published, or is not being published in a manner satisfactory to the Faculty Board, Senate has the right to reproduce the work, in whole or in part, for purposes of research, however, Senate may waive this right on condition that the student makes arrangements for publication of the work in a manner which is to Senate's satisfaction.

DOCTORAL DEGREES**G35 Admission and registration**

- (1) A Doctoral degree candidate, after consultation with the relevant Faculty, must submit the completed registration form together with the prescribed fees when applying for admission.
- (2) Acceptance of the prescribed fees does not imply acceptance of the candidate
- (3) A candidate may apply at any time for admission, but the registration must be finalised and renewed annually on or before the date specified in the Calendar.
- (4) Application for admission and registration takes place at the KwaDlangezwa Campus only.

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- (5) In the absence of any provision to the contrary in the relevant Faculty rules, a student must:
 - (a) have obtained a Master's degree in the discipline for which he or she wants to register; or
 - (b) have had equivalent status to a Master's degree conferred on him or her by virtue of rule G25; and
 - (c) satisfy Senate as to his or her proficiency in the discipline.
 - (6) Admission is subject to the approval of Senate on the recommendation of the Faculty Board.

G36 Duration of qualification and Interruption of Studies

- (1) The degree may be conferred on a candidate only after a period of two years has elapsed since he or she registered for the degree, or such longer period as may be prescribed in the Faculty rules.
- (2) The Research Committee may grant a student permission to place his/her studies in abeyance for a period of no more than one (1) year, however the student must re-register for the same qualification prior to the last date for re-registration in the presuming year.
- (3) Should the student fail to register in the subsequent year, she/he will have to apply de novo for admission and any period/s during which she/he was not registered for the qualification will be included when calculating the residential period of the student. The year in which the request for abeyance has been approved by the dean is not included when calculating the residential period of the student.
- (4) Applications for abeyance must be submitted in writing to the supervisor for submission to the Research Committee for approval. The approval must be communicated to the Office of the Registrar.

G37 Assessment

- (1) The Faculty Board, on the recommendation of the Head of Department, must recommend to Senate the names of three examiners and one alternate examiner.
- (2) One of the examiners may be an academic staff member at the University of Zululand who has not been a Supervisor or co-Supervisor of the student.
- (3) If no academic staff member at the University of Zululand who has the necessary expertise is available then all examiners will be external.
- (4) It is preferable that at least one of the examiners is based at an institution outside of the borders of South Africa.
- (5) The final examination consists of a thesis and, if so required by Senate or the examiners, an oral or written examination on the subject of the thesis or the subject as a whole.
- (6) No person may present himself or herself for the examination more than twice without the permission of Senate.
- (7) The thesis will be sent to the examiners only after the Dean of the Faculty has received –
 - (a) a report written by the Supervisor(s) that outlines relevant information concerning the research project that the examiners should be aware of;
 - (b) a letter confirming that the thesis has been edited for the use of language; and
 - (c) a summary report from a recognised plagiarism detection service which confirms that the thesis is acceptably free of plagiarism.
- (8) An Examination Committee, which the supervisor (or co-supervisor) must attend, must recommend the outcome of the degree to the Faculty Board.
- (9) The Examination Committee may recommend one of the following outcomes:

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- (a) the thesis is accepted without changes;
 - (b) the thesis is accepted subject to minor corrections being completed to the satisfaction of the promoter(s);
 - (c) the thesis is referred back to the student for more extensive revision, resubmission and reconsideration of reports by examiners; or
 - (d) the thesis is failed.
- (10) In the case of (b) above, a letter from the Supervisor, endorsed by the Head of Department, stating that all corrections and/or revisions requested by the examiners have been attended to, must be submitted together with the revised dissertation.
- (11) A thesis will only be classified as a pass or as a fail, and no final mark is awarded.

G38 Thesis

- (1) A student must work under the supervision of a University Supervisor in the subject concerned unless Senate has approved otherwise.
- (2) If a Supervisor is appointed who is not attached to the University, Senate must appoint a co-supervisor who is an employee of this University.
- (3) The title of a thesis is approved for a period of five years, after which the student has to apply to Senate for an extension of time.
- (4) The title of the thesis may be changed only with the approval of the Faculty Board.
- (5) No thesis may be submitted:
 - (a) without the approval of Senate; and
 - (b) without a letter from the Supervisor in which he or she recommends that the dissertation be accepted for examination.
- (6) By issuing the letter in (b) above the Supervisor does not imply that he or she recommends or approves the thesis.
- (7) A thesis which has previously been submitted for a degree at another university shall not be accepted, but material from the student's own published works may be incorporated into the thesis.
- (8) The thesis must show proof of the student's ability to work independently, and the language must be correct and the technical workmanship satisfactory.
- (9) A summary of not more than 500 words, in the language of the thesis and in at least one other official language, must be incorporated into the thesis and must be included in the bound thesis when it is submitted for examination.
- (10) When submitted, the thesis must be accompanied by a declaration by the student regarding the extent to which it represents the student's own work, both in conception and in execution.
- (11) For examination purposes, a student must submit the thesis in triplicate to the Registrar on or before the date specified in the Calendar if he or she intends to graduate the following year.
- (12) After approval of the thesis, but before conferment of the degree, the student must submit four bound copies and a digital version (saved on a CD or other suitable media) of the thesis in pdf format.
- (13) A thesis must be typed on non-transparent A4 paper, in at least one and a half spacing, with a margin of at least 2 centimetres on both sides of the page after the thesis has been bound.
- (14) The thesis must be bound in hard covers by means of a gluing process.
- (15) The title of the thesis and the name of the candidate must appear on both the cover and the spine.
- (16) The title of a thesis must bear the following inscription
 - (a) (full title of thesis)
 - (b) by (full name of student and student number)

GENERAL CALENDAR

- (c) submitted to the Faculty of
in fulfilment or partial fulfilment of the requirements for the degree of
..... in the Department of
..... at the University of Zululand.
- (d) Supervisor:
- (e) Date submitted:
- (17) If, on the date of presentation, a portion of the thesis submitted has not been published, or is not being published in a manner satisfactory to the Faculty Board, Senate has the right to reproduce the work, in whole or in part for purposes of research, however, Senate may waive this right on condition that the student makes arrangements for publication of the work in a manner which is to Senate's satisfaction.

G39 General financial information

- (1) University fees are determined annually by the Council of the University.
- (2) Studying at the University of Zululand also includes, amongst other things, participation in student organizations, sporting activities and the utilization of the library and computer centre.
- (3) It is very important to meet your financial obligations to the University. The University cannot provide the necessary services, infrastructure and support to its students if students do not honour their obligations.
- (4) Students are only considered to have completed the registration process after satisfying the academic requirements as prescribed by the Office of the Registrar and are not entitled to attend classes or write examinations until fees have been paid or satisfactory arrangements have been made with the Finance Department. Registration will be terminated if the appropriate fees have not been paid and arrangements in this regard have not been made.
- (5) A student with an unpaid balance from a previous semester will not be permitted to register in a subsequent term until his or her account has been paid or satisfactory arrangements have been made with the Finance Department.
- (6) It is expected that each student who registers at the University of Zululand will be familiar with the contents of the Calendar and will accept responsibility for meeting curriculum requirements, accurate completion of registration and related forms and compliance with published dates and deadlines.
- (7) Students should ensure that they have made adequate provision for the purchase of books and stationery. A minimum amount of R2000.00 per annum is suggested for this purpose. A bookshop is available on the Main Campus. A credit facility at the bookshop with a limit of R2000.00 is included on student's accounts and will be incorporated into the total annual fees payable. This facility is only available for Main Campus students.
- (8) Fees are subject to revision from time to time.
- (9) Receipt of fees does not imply registration or a contract.



UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

on

Disciplinary Code: Students

POLICY NUMBER	VC P1	POLICY OWNER	Council
OVERSEEING COMMITTEE(S)	Council Committee(s) - Council		
APPROVAL DATE	20 September 2019	REVISION DATE	20 September 2024

POLICY STATEMENT

This policy provides guidelines regarding student discipline.

REVISION HISTORY

CURRENT APPROVAL CYCLE	
DATE OF APPROVAL BY MANCO:	
DATE OF APPROVAL BY SENATE:	
DATE OF APPROVAL BY COUNCIL:	20 September 2019
EFFECTIVE DATE FOR IMPLEMENTATION:	20 September 2019
NEXT REVISION DATE:	20 September 2024

APPROVAL HISTORY	
POLICY NUMBER	COUNCIL APPROVAL DATE
C22/13	12 September 2013

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY
RI P5	Policy and Procedures on Managing and Preventing Acts of Plagiarism
	Rules Governing Examinations, Tests and Other Academic Assignments

UNIVERSITY OF ZULULAND

DISCIPLINARY CODE: STUDENTS

CONTEXT

Paragraph 65 of the Statute of the University of Zululand stipulates as follows with regard to Student Discipline:

65. Student discipline

- (1) Registered students are subject to the disciplinary measures and procedures applicable to students as determined by this Statute and the Rules.
- (2) The disciplinary measures and provisions applicable to students as described in the Rules and contemplated by section 36 of the Act, may be changed by Council after consultation with Senate and the SRC as provided for in section 32(2)(d) of the Act.
- (3) If the Vice-Chancellor, who is the chief disciplinary officer of the University, is of the opinion that the circumstances of a specific case warrant it, he or she may perform some or all of the actions performed by the Registrar in terms of the Disciplinary Code or, alternatively, he or she may delegate the authority to perform these functions to another employee or an independent external person.
- (4) The definition of misconduct, the composition of the various disciplinary committees and their duties, the procedures followed during a disciplinary hearing and the various disciplinary measures that may be imposed, as well as the lodging of an appeal shall be set out in the Rules and made available to all students.
- (5) Where a student has been found guilty of misconduct and the disciplinary measure applied by the University leads to suspension or termination of his or her studies at the University, or his or her expulsion from a University residence, the student concerned shall forfeit all claims to a refund or a rebate on fees paid or payable to the University.

The Disciplinary Code: Students (the Code) of the University of Zululand represents the Rules with regard to student discipline at the University, as contemplated in paragraph 65(2) and (4) of the Statute, and shall, subject to the provisions of the Statute and the Rules, apply to all registered students of the University.

The University resolved to take a firm position against all acts of plagiarism and consequently developed and approved Rules ("Policy and Procedure on Managing and Preventing Acts of Plagiarism", attached to this Code as Annexure B) to manage and prevent acts of plagiarism. All alleged misconduct of students pertaining to plagiarism will therefore be dealt with in accordance with said Rules.

Experience has also shown that a large number of disciplinary enquiries are the result of contraventions of the "Rules Governing Examinations, Tests and Other Academic Assignments". These Rules are attached to this Code with a view to informing students of the contents thereof and to alert them to the serious consequences of misconduct associated with examinations, tests and academic assignments.

PREAMBLE: DISCIPLINARY CODE

Central to the academic stature of the University is the quality and integrity of its academic, research and community engagement programmes. Multiple other factors, however, impact on the academic stature of the institution. Important factors are the behaviour of students and the policies, programmes and practices applied by the institution to regulate such.

The Code is an important institutional instrument to steer the behaviour of students with a view to developing and preparing them to become well-rounded people and responsible citizens of the country. The ultimate goal is to guide and assist students to embrace a value framework and institutional culture showing due respect for the constitutional rights of people and the Rules of the University.

The Code provides for a variety of disciplinary measures to be applied, depending on the circumstances of each case. The vast majority of these measures are designed to afford students the opportunity to correct their behaviour, whilst continuing with their studies. Incidences of serious misconduct, however, must be dealt with firmly and appropriate disciplinary measures might have far-reaching impact on the future of a student at the University and/or other universities. Certain incidences of misconduct may also compel or otherwise prompt the University to report an incident to the South African Police Service for investigation and action, and/or to pursue a particular matter in a court of law or other appropriate forum.

The Code furthermore promotes the fair and lawful adjudication of disciplinary matters and the imposition of suitable disciplinary measures. The processes and procedures imbedded in the Code are also aligned with the institutional aspiration to initiate and finalize disciplinary matters as soon as possible.

The Code is an important instrument whereby the University gives effect to its responsibility to implement all reasonable measures to protect the interests of students, members of staff, contractors and members of the public on its premises.

The Code also has as its objective the promotion and protection of the interests of the University as an educational institution.

The Code is not intended to be an exhaustive, catch-all set of rules and regulations providing for every conceivable objectionable and/or punishable act by a student. The rules and regulations below will therefore not be assigned an overly literal or strict interpretation. When the conduct of a student is being assessed, the determining factor will always be the objective aim of a rule or regulation.

This Code, including Appendix A, Annexure A (*Disciplinary Code for Students: University of Zululand Residences*), Annexure A1 (*Disciplinary Guidelines: Residences*), Annexure B (*Policy and Procedure on Managing and Preventing Acts of Plagiarism*) and Annexure C (*Rules Governing Examinations, Tests and Other Academic Assignments*) may be reviewed from time to time, as contemplated in paragraph 65 (2) of the Statute, and is therefore subject to change.

INTERPRETATION

In this Code, unless expressly stipulated otherwise, or the context indicates the contrary:

- Words importing genders include all genders; the singular includes the plural and *vice versa*; and natural persons include all categories of legal entities;
- Any word or term defined in the Code shall bear the same meaning throughout the Code and the Annexures thereto, except where a different meaning is assigned to it in an Annexure by way of a separate definition.

DEFINITIONS

The following terms shall have the meanings assigned to them hereunder and similar expressions shall have corresponding meanings:

"Appeals Committee" means the committee appointed in accordance with paragraph 1.6 of the Code;

"Chairperson" means the Chairperson of the Disciplinary Committee (Students) appointed in accordance with paragraph 1.4;

"Code" means the Disciplinary Code: Students, including all Annexures thereto, as approved by Council;

"Constitution" means the Constitution of the Republic of South Africa, Act No 108 of 1996;

"Copyright and Other Intellectual Property Rights" means the rights protected in accordance with relevant legislation;

"Dependency-inducing Substance" means the substances defined in Section 1 of the Drugs and Drug Trafficking Act, Act No 140 of 1992, or any statutory modification thereof, or any supplementary law or law passed in substitution thereof;

"Disciplinary Code: Students" see **"Code"**;

"Disciplinary Code for Students: University of Zululand Residences" or **"Residence Code"** means the disciplinary code and disciplinary guidelines attached to the Code as Annexures A and A1 and approved as such by the Council of the University;

"Disciplinary Committee (Students)" means the committee composed in accordance with paragraph 1.4 of the Code;

"Disciplinary Enquiry" means the process described in the Code to investigate and adjudicate the alleged misconduct of a student;

“Final Year of Study” means the academic status of a student as determined by the Registrar in accordance with the Rules of the University;

“Fine” means the amount determined by the Council of the University from time to time and imposed by an adjudicatory body in terms of the Code as an appropriate disciplinary measure;

“Jurisdiction” means the legal authority conferred on the University to preside over matters pertaining to all students;

“Representative” means a lecturer in a law department at the University, a registered student of the University with a legal qualification, a student enrolled for a legal qualification at the University in his/her final year of study, a law student enrolled for practical legal training at the University law clinic, or a person appointed by the Registrar who deems such person as having the necessary and appropriate experience;

“Legal Qualification” means a formal legal qualification recognized as such by South African qualification authorities;

“Lawful instruction” means a directive issued by any person who has the authority to issue such directive;

“Statement” means an expression of something either written or oral but not under oath;

“Misconduct” means the conduct of students described in paragraph 1.1 of the Code;

“Practical Experience” means at least 2 (two) years’ experience in legal practice or 2 (two) years’ experience as a lecturer in a law faculty or law department at a tertiary institution;

“Registrar” means the person appointed by the Council of the University as such in accordance with the provisions of the Higher Education Act, Act No 101 of 1997, as amended, and the Statute and Rules of the University, and any person acting in the said capacity;

“Residence Code” means the **“Disciplinary Code for Students: University of Zululand Residences”**;

“Rules” means the collective term for all the policies, protocol, codes of conduct, regulations and directives of the University as approved by the Council, the Senate or any other authorized body of the University, or by any official or employee with appropriate delegated authority;

“Statute” means the Statute of the University as approved by the Minister of Higher Education and Training, or his successor in title, and duly published in the Government Gazette;

“Student” means any person who falls within any one of the categories as mentioned herein below;

“University” means the University of Zululand, a public higher education institution and juristic person established in terms of the Higher Education Act, Act No 101 of 1997, as amended;

“Vice-Chancellor” means the person appointed by the Council of the University as such in accordance with the provisions of the Higher Education Act, Act No 101 of 1997, as amended, and the Statute and Rules of the University, and any person acting in the said capacity.

KEY ROLE PLAYERS WITHIN THE DISCIPLINARY PROCESSES

REGISTRAR

The general supervision and control of student discipline shall vest with the Registrar and, where otherwise directed by the Registrar, shall be administered by a Manager of Judicial Services or other appropriate person in terms of these rules.

MANAGER OF JUDICIAL SERVICES

The University may appoint a Manager of Judicial Services (MJS) to advise the Registrar in any matter relating to student discipline who shall:

1. Bear the administrative responsibilities for all disciplinary procedures from when a complainant lays a charge to its final discharge;
2. Direct the allocation of cases to a Disciplinary Committee;
3. Be based at the Registrar’s Division and report to the Registrar or his Deputy;
4. Be assigned those functions and duties that are necessary for the execution of disciplinary matters on campus;
5. Be assisted by a Prosecutor, appointed by the Registrar, who will assess the evidence, consult with witnesses and prepare and present evidence regarding contraventions of the rules for student discipline at disciplinary inquiries;
6. Be assisted by Investigating Officers, appointed by the Registrar to register and investigate student complaints, and present a dossier to the Manager: Student Discipline for prosecution;
7. Inform line functionaries including the Investigating Officers and Prosecutors on suitable action against the handling of misconduct by students;
8. Refer cases of alleged misconduct by students to the Investigating Officer and make inquiries on the state of the investigation;
9. Keep an electronic database containing the information of students found guilty of misconduct and archive all paper documentation for a minimum period of 5 years;
10. Report to the Registrar or his Deputy on any aspect pertaining to Student Discipline.

CHAIRPERSON

1. The Chairperson shall preside over all student discipline matters;
2. The Chairperson shall remain objective at all times;
3. The Chairperson must promote the rule of law and of the University Statutes and Codes;
4. The Chairperson must promote the principles of *Ubuntu, audi alteram partem*, ensuring a just administrative process;
5. The Chairperson is *dominus litis* managing the inquiry at his discretion;
6. Where a procedural rule or policy is silent on an issue, the Chairperson may exercise his discretion to ensure a just administrative process;
7. The Chairperson may, with the leave of the Registrar, recuse himself from a hearing in the event of a conflict of interest.

PROSECUTOR

1. The Prosecutor shall prosecute and represent the University in all disciplinary forums;
2. The Prosecutor shall report on a monthly basis to the Registrar or his designate on all new and pending cases;
3. On receipt of a disciplinary report from the Investigating Officer the Prosecutor may:
 - i. Refer the matter for further investigation, or;
 - ii. Refer the matter to mediation or an alternate dispute resolution;
 - iii. Decline to prosecute

INVESTIGATING OFFICER

The University may appoint an Investigating Officer to investigate alleged acts of misconduct. The Investigating Officer:

1. In his/her investigations, may interview the student against whom an allegation of misconduct has been made;
2. The Investigating Officer must inform the student of his right to remain silent, the right to consult with a legal representative or parent/guardian before making a statement;
3. Must inform the student that his/her statement may be submitted to a Disciplinary Committee;
4. Must not administer an oath and/or certify a statement to be under oath;
5. Must compile a docket of evidence for consideration by the Prosecutor;
6. Carry out any lawful instruction;

7. At the discretion of the Prosecutor, give evidence at a Disciplinary Hearing;

STUDENT

A person shall be deemed to be a student of the University if he/she:

1. Registered as a student at the University;
2. Acquired accommodation at the University with the intention to register, despite having not registered;
3. Participated in any integration/orientation programme designed for new students;
4. Commenced with or participated in any academic programme or activity prior to registration;
5. Had previously registered as a student and returns to the University with the intention to register for that academic year;
6. Represents the University on or away from campus in any academic, sport, cultural or other activity;
7. Completed his studies but has not yet graduated with his degree or obtained his qualification;
8. Conducts an activity, research and/or study in accordance with a student exchange programme or within the context of a partnership agreement entered between the University and a third party.

STUDENT REPRESENTATIVE

A Student Representative:

1. May represent an accused student at a Disciplinary Inquiry, mediation or an alternative dispute resolution;
2. May not charge the student a fee or stipend, nor provide services in exchange for goods, services, cash or kind;

1.1 MISCONDUCT

Without any derogation from the general provisions of section 65 of the Statute of the University, a student will be guilty of misconduct if he wrongfully infringes on the fundamental rights of another person as contained in the Bill of Rights, Chapter 2 of the Constitution, Act 108 of 1996, or acts in any way that breaches any other laws of the Republic and the rules, regulations, policies and provisions of the University, as approved from time to time.

The following constitutes misconduct in terms of this Code: If a student –

- 1.1.1 contravenes, or attempts to contravene, any Rule of the University;
- 1.1.2 refuses to obey, ignores or acts in conflict with any lawful written or oral instruction or request by any student, member of staff, contractor of the University, governing body, functionary or any other person who is in a position of

authority or to whom authority is delegated by the University;

1.1.3 Engage in conduct, be it intentional or negligent which results in:

1.1.3.1 the good name and reputation of the University being brought into disrepute or otherwise compromised;

1.1.3.2 the maintenance of order and discipline at the University being prejudiced or otherwise compromised;

1.1.3.3 prejudice to, compromise or endangerment of the normal pursuit of teaching, research, community engagement and/or study or the general activities of the University.

1.1.4 on University or University-controlled premises, or at any other location while attending a University-related activity or representing the University or where such a student may be seen to represent the University or may otherwise be identified as a student of the University, performs an act which is an offence in terms of South African law, or conducts himself or herself in an indecent or improper manner, or performs any act that may bring the good name of the University into disrepute;

1.1.5 in University context, infringes on the Copyright or other Intellectual Property Rights of the University or any other person or entity, provided that acts of plagiarism, as contemplated in the Rules pertaining to "*Policy and Procedures Managing and Preventing Acts of Plagiarism*", shall be adjudicated in accordance with said Rules;

1.1.6 in University context, –

1.1.6.1 acts in a dishonest manner, or attempts to act in a dishonest manner, which includes, without limiting the generality of this provision, theft, unauthorized possession of property, bribery, fraud, forgery, perjury or presenting false or misleading statements;

1.1.6.2 intimidates and/or assaults, or attempts to intimidate and/or assault any person, or engages in fighting;

1.1.6.3 represents through their behavior or actions, to any student, staff member, official or functionary of the University whilst knowing full well that such representations are false;

1.1.6.4 makes misrepresentations with regard to any administrative process, which includes, but is not limited to, the following: misrepresentations regarding academic and other records; degree, diploma or any other certificates; illness; persuading, or attempting to persuade, the University to administratively act in a way that the University would not, or probably would not, have acted in the absence of such misrepresentations; and/or;

1.1.6.5 counterfeits a document, and/or presents a counterfeit document as a legitimate one, changes an existing document, or forges another person's signature on any document;

- 1.1.7 possesses and/or uses property of the University, or property under the University's control, unlawfully or without permission, or damages such property in a manner that may give rise to liability for damages;
- 1.1.8 removes, misuses, damages, defaces or uses or enters, without permission, any asset or property owned or controlled by the University or by any staff member or student of the University;
- 1.1.9 uses emergency equipment for purposes other than in an emergency situation;
- 1.1.10 enters or occupies, or attempts to enter or occupy, any University or University-controlled premises or building or part thereof, without permission;
- 1.1.11 introduces a dangerous weapon, explosive or illegal substance onto any University controlled premises or building or within its vicinity, without permission;
- 1.1.12 in any manner infringes, or attempts to infringe, on University or University-controlled premises, or at a University-related function or activity (at any location), or in circumstances where he or she represents or may be seen to represent the University, or may be identified as a student of the University, on the freedom of movement of a student, a member of staff, a contractor of the University, or a member of the public;
- 1.1.12 conducts himself or herself in an insulting, indecent or improper manner towards a student, a member of staff, a contractor of the University, or a member of the public, on University or University-controlled premises or vicinity or at a University function or activity (at any location) or in circumstances where he or she represents or may be seen to represent the University, or may be identified as a student of the University;
- 1.1.13 in contravention of the provisions of South African law or a Rule of the University, unlawfully possesses, distributes, buys, sells, uses, and/or is under the influence of a dependency-inducing substance while present on University or University-controlled premises or at a University-related function or activity (at any location), or in circumstances where he or she represents or may be seen to represent the University, or may otherwise be identified as a student of the University;
- 1.1.14 accepts or attempts to obtain any benefit or information or access to information in an unlawful or inappropriate manner;
- 1.1.15 intentionally or negligently supplies false or incorrect information and such actions are to the detriment, or potential detriment, of the University;
- 1.1.16 allows another student or any other person to utilize their student card or student number for any purpose whatsoever, or to utilize the student car or student number on another student for any purpose whatsoever;
- 1.1.17 refuses to produce a student identity card upon lawful request by any personnel or functionary of the University to do so;

- 1.1.18 assists, or attempts to assist, or encourages another student to commit an act which constitutes misconduct; and/or;
- 1.1.19 refuses to subject him- or herself to the approved disciplinary processes of the University and/or fails to comply with any disciplinary measure imposed on him or her by an authorized disciplinary committee or body;
- 1.1.20 Impedes the orderly course of an investigation into alleged misconduct or the course of disciplinary proceedings;
- 1.1.21 Is required to testify at the Disciplinary Hearing and in the absence of cogent and valid reasons, fails and/or refuses to do so;
- 1.1.22 Engages in hate speech;
- 1.1.23 Engages in cruelty to animals;
- 1.1.24 Cheats or commits examination fraud. For the purposes of this rule, an examination includes every examination or test or assessment of a student's knowledge or performance organized or conducted by the University or any department of the University or any member of the academic staff of the University. Cheating or fraud will include, but not limited to:
 - 1.1.24.1 the introduction, or attempt to introduce, into any place where an examination is about to be conducted or is being conducted, of any book, note, cell phone, or other device or instrument capable of storing, sending or receiving information, or any other article containing information, the use of which is not authorized by the examiner or the examinations officer;
 - 1.1.24.2 the possession, use, or attempted use, during an examination of any book, note, cell phone, or other device or instrument capable of storing, sending or receiving information, or any other article containing information, the use of which is not authorized by the examiner or the examinations officer;
 - 1.1.24.3 the removal or attempted removal from an examination room of any examination book or writing paper supplied by the University for the purposes of answering an examination;
 - 1.1.24.4 the communication or attempted communication of any information relating to an examination to any candidate while the examination is in progress;
 - 1.1.24.5 the use of a false name or identity number in an examination;
 - 1.1.24.6 the submission for examination as own work any written matter or project which has been copied, reproduced or extracted, in whole or in part, from the work of another student, or which is substantially the same, in whole or in part, as the work of another student;

- 1.1.24.7 intentionally or negligently assisting another student to cheat;
- 1.1.24.8 the commission of any other fraudulent, deceitful or dishonest practice whereby any student while being examined by the University, seeks to mislead or deceive the examiner or the examinations officer;
- 1.1.25 Contravenes any provision of the Policy and Procedures on Managing and Preventing Acts of Plagiarism, Policy No. RI P5, as amended and approved from time to time;
- 1.1.26 Contravenes any provision of the Policy and Procedures on Research Ethics Policy No. RI P4, as amended and approved from time to time;

1.2 PROCEDURE IN CASE OF MISCONDUCT

1.2.1 General

- 1.2.1.1 All the University's disciplinary committees are administrative tribunals with the objective of education and rehabilitation.
- 1.2.1.2 Apart from the provisions of this disciplinary code, and the principles of administrative justice, the rules determine the procedure that shall be followed before the hearing and in so far as the rules are silent thereon, the disciplinary committee shall follow an inquisitorial procedure.
- 1.2.1.3 The Disciplinary Committee is a forum of record and a record of all hearings shall be kept.
- 1.2.1.4 In the case of an alleged transgression of this Code, a charge of misconduct shall be laid with the Office of the Registrar.
- 1.2.1.5 The Registrar may inform the parents, or legal guardian of a student (notwithstanding the student having reached the legal age of majority), in a manner in which the Registrar deems appropriate, of any disciplinary investigation and/or proceedings initiated or completed involving the student;
- 1.2.1.6 The Registrar may appoint a University staff member (full-time or part time), or a person from outside the University with appropriate legal qualifications and practical experience, as a Prosecutor in proceedings before the Disciplinary Committee (Students).
- 1.2.1.7 When the Registrar is of the opinion that a formal charge(s) of misconduct against a student is warranted, disciplinary processes against the student as set out below shall be commenced with.

1.2.2 Expedited Informal Procedure

- 1.2.2.1 The Registrar or his designate, at his or her sole discretion may endeavor to resolve the matter by mediation if it is deemed appropriate to do so. In the event mediation is unsuccessful, the Registrar shall direct that the matter proceeds to a formal disciplinary inquiry.
- 1.2.2.2 The Registrar or his designate may, after due consideration of the alleged misconduct, at his or her sole discretion and by agreement with the student, conduct an Informal Inquiry, to finalize the matter and impose an appropriate disciplinary measure, provided that the expulsion of a student from the University, or a University-controlled residence, and

/or the permanent deprivation of a student of any privilege or benefit associated with his registration, must be confirmed by the Vice-Chancellor.

- 1.2.2.3 The Registrar or his designate is conferred all the power and authority of that of a Chairperson when conducting an Informal Disciplinary Inquiry.
- 1.2.2.4 An Informal Disciplinary Inquiry may be conducted without an Assessor or Student Representative.

1.2.3 Temporary suspension or removal of a student from University- controlled premises, or a University or University-controlled residence.

- 1.2.3.1 After an inquiry is conducted by the Registrar and if reasonable grounds exist to believe that a student has committed misconduct of a serious nature, the Registrar may, until the final disposition of the charge, suspend a student temporarily from the University and/or a University or University-controlled residence, or deny a student access to any or all University-controlled premises pending the finalization of a disciplinary hearing.
- 1.2.3.2 The suspension forbids the student to enter the University premises, to reside in a University residence, be it on or off campus, attend lectures, seminars, conferences, etc, write tests and examinations or to participate in any other activity of the University.
- 1.2.3.3 The student shall forfeit all claims to repayment, rebate or remission of fees paid or payable to the University if the Registrar temporarily or permanently suspends a student.
- 1.2.3.4 The Registrar is entitled to act in the manner set out above, where he or she is of the reasonable opinion that the suspension of the student is necessary in order to maintain the order and discipline on the premises of the University and/or to protect the interests of the University, the student involved, other students, members of staff, contractors of the University and the public.
- 1.2.3.5 The Registrar must inform the student in writing of his or her intention to suspend him or her temporarily.
- 1.2.3.6 The student shall be entitled to make verbal representations to the Registrar, should he or she be of the opinion that the grounds referred to in paragraph 1.2.3.1 and 1.2.3.2 above do not exist, or do not justify his or her temporary suspension, or that other compelling reasons exist why the intended suspension should not be effected.
- 1.2.3.7 The Registrar shall consider the above-mentioned representations and exercise his or her discretion in a fair and just manner, taking into account all relevant circumstances.
- 1.2.3.8 The Registrar must inform the student in writing of his or her final decision with regard to the intended suspension, after consideration of the student's representations, as referred to in paragraph 1.2.3.6.

1.2.4 Procedure: Formal plea and agreed disciplinary measure

1.2.4.1 Where a student is formally charged by the University with misconduct and the student, before the disciplinary enquiry has commenced –

- i) admits to the charge(s) against him or her, and;
- ii) enters into a plea and disciplinary measure agreement with the University,

the Registrar shall, subject to the provisions of paragraph 1.2.2.1, follow the procedure described in paragraph 1.2.4.2, provided that the agreed disciplinary measure is in accordance with paragraph 1.3 below.

1.2.4.2 The charge(s), admission of guilt and disciplinary measure imposed shall be noted and recorded by the Registrar in the presence of the student, or the student and his or her parent or legal guardian, or the student and his or her legal representative, as the case may be.

1.2.4.3 The Registrar must refer the matter for a formal disciplinary enquiry in accordance with this Code, should it at any time become evident that the student may not be guilty of the charges against him or her, or that the student wishes to revisit his or her decision regarding the plea and disciplinary measure agreement.

1.2.5 Formal disciplinary procedure

1.2.5.1 If a charge against a student has been formulated as envisaged in paragraph 1.2.1.4 and the student denies the charge(s) against him or her, the Registrar must convene a disciplinary enquiry by the Disciplinary Committee (Students). This Committee will determine whether the student is guilty of the alleged misconduct and decide on appropriate disciplinary measures in accordance with this Code.

Notices and Service of Process

1.2.5.2 A Notice shall be compiled and delivered to the student concerned including, but not limited to, the following:

- i. The date, time and place of the hearing;
- ii. A description of the Charge and particulars of the alleged misconduct;
- iii. A notice to the student of his right to legal assistance, and his right to attend the disciplinary hearing;
- iv. A notice that if the student does not attend the disciplinary hearing, and fails to provide cogent reasons therefore, the hearing may continue in his absence;

- 1.2.5.3 Such notice may be served on the student in one or more of the following ways:
- i. Delivery to his person;
 - ii. via email to the student's official University or nominated email address;
 - iii. By registered post, which notice shall be deemed to have been received by the student within a period of seventy-two (72) hours from date of postage;
 - iv. By affixing a copy of the notice on the main door at the premises of the student's last known address as provided by the student;
 - v. Be served on a parent/guardian of the student either in person, registered post, fax, email or delivery to an address, declared by the student or his parent/guardian.
- 1.2.5.4 The notice shall inform the student that proceedings under the Disciplinary Codes: Students are to be instituted and notify the student that a copy of the Rules is available for inspection in the Office of the Registrar.

Representation at Hearing

- 1.2.5.5 A student shall be entitled to be accompanied by his or her parent(s) or legal guardian and/or legal representative during the disciplinary inquiry.
- 1.2.5.6 Only the legal representative may represent the student at the disciplinary inquiry.
- 1.2.5.7 The Chairperson of the Disciplinary Committee (Students) may, at his or her discretion, permit a third party, other than the parent(s), the legal guardian of the student, or a legal representative to assist the student.
- 1.2.5.8 A student's parent(s) or legal guardian, or any third party as referred to herein, will only be allowed to provide general support to the student and shall not be permitted to represent the student at the inquiry.

Inquiry Procedure

- 1.2.5.9 The Inquiry shall be conducted in the presence of the accused student;
- 1.2.5.10 If the student, after notice being duly served, and without leave of the Committee, fails to attend the inquiry, or fails to notify the Committee with cogent reasons of his absence, The Disciplinary Committee may proceed with the inquiry in his absence;

- 1.2.5.11 The student may make written representations to the Registrar in reply to the Notice and the alleged offence of misconduct, setting out in detail the following:
- i. His plea to the charge;
 - ii. A substantive statement supporting his Plea;
 - iii. Any relevant facts he wishes the Committee to consider.
- 1.2.5.12 At commencement of a Disciplinary Inquiry, the Chairperson must:
- i. Inquire whether the student was provided with the full details of the charge(s) against him with relevant supporting documentation;
 - ii. Inquire whether the student as afforded reasonable time (not less than 5 calendar days) to prepare for the inquiry;
 - iii. Inform the student, appearing before the Disciplinary Committee (Students) without legal representation, that he has the right to remain silent;
 - iv. Inform the student that at the close of the Prosecutor's case, the student may elect to lead evidence in rebuttal or has the right to remain silent. However, the Committee can draw an adverse inference from electing to remaining silent;
 - v. Inquire whether the student understands the charge(s) against him and to enter a Plea of guilty or not guilty to the charge(s) as the case may be.
- 1.2.5.13 The Committee may consider and grant or otherwise, as it may determine, any application for the amendment of the charge, so as to add further charges or substitute one charge for another;
- 1.2.5.14 The inquiry shall be held in camera, except if the student expressly consents otherwise or, if on application, it is deemed to be in the public interest, but in compliance with prevailing legislation, e.g. The Protection of Personal Information Act 4 of 2013;
- 1.2.5.15 The Prosecutor shall present a background to the offence and submit evidence to the Committee substantiating the allegations;
- 1.2.5.16 The Student or his representative may rebut the allegations by stating his defense and submit evidence to the Committee substantiating his defense;
- 1.2.5.17 The student has the right to remain silent but may make written representations to the Committee;
- 1.2.5.18 The onus lies with the Prosecutor to establish a prima facie case against the student;

- 1.2.5.19 The Student bears no onus to prove his innocence;
- 1.2.5.20 The Committee must determine the matter on a balance of probabilities;
- 1.2.5.21 the Committee must first determine if a *prima facie* case has been established;
- 1.2.5.22 Should the Prosecutor fail to establish a *prima facie* case against the student, the Chairperson must discharge the student;
- 1.2.5.23 if a *prima facie* case has been established and should the student thereafter elect to remain silent or refuse to make representations, the Committee may draw an adverse inference from his failure to make representations in rebuttal;
- 1.2.5.24 In conducting the inquiry, the Committee shall do so in an inquisitorial manner and may direct that a witness be called and/or exhibits should be submitted as it deems fit;
- 1.2.5.25 The Committee may of its own accord, call such witnesses as it may determine, or for such documents or evidence relevant to the inquiry and may, in its discretion, instruct that any exercise, test, demonstration or experiment that may be relevant to a determination of the issue before it, be conducted;
- 1.2.5.26 The rules of the law of evidence shall not apply;
- 1.2.5.27 The committee may, on application, permit the University and the student to call witnesses to give evidence in their favour and to submit any other relevant documentation and information;
- 1.2.5.28 The Committee may, on application, permit the University and the student to lead evidence in-chief and to cross-examine each other's witnesses;
- 1.2.5.29 The party so applying for leave to lead formal evidence must satisfy the committee that the matter is of such a nature that it cannot be properly ventilated without formal evidence being led and that it is in the interest of justice to do so;
- 1.2.5.30 Evidence shall not be taken under oath but each witness must be admonished by the Chairperson to give evidence that is truthful and honest;
- 1.2.5.31 An admonished witness who gives false or dishonest evidence commits an act of misconduct;
- 1.2.5.32 At the conclusion of the hearing, the student or his representative and the Prosecutor may address the Committee on the merits of the case. The Committee may engage either party on their representations;
- 1.2.5.33 The Committee shall consider all the evidence and representations to determine whether or not the student is guilty of the offence(s) charged;

- 1.2.5.34 A finding of guilty shall only be returned if:
- i. the charge has been proven on a balance of probabilities;
 - ii. where the student has freely and voluntarily admitted guilt, and the Chairperson is satisfied that there is evidence from the student or another source to substantiate the admission.
- 1.2.5.35 If the Committee finds that there is no prima facie case against the student or on a balance of probabilities, the student's submissions are reasonably probably true, the student must be acquitted;
- 1.2.5.36 If the Committee finds that the Prosecutor has discharged the onus, and on a balance of probabilities, the student has failed to present a version that is reasonably probably true, the student must be found guilty of the charges so proven. Upon finding the student guilty of the offences, the Committee must permit the Prosecutor to address on aggravating factors, and the student to address on mitigating factors, for the purpose of determining an appropriate sentence;
- i. In exceptional circumstances, the Prosecutor or Student or his representative may, on application be afforded the opportunity to present formal evidence in support of aggravation or mitigation of sentence;
 - ii. The Committee must consider the prescribed minimum sanctions as appearing in the scheduled to this policy in determining an appropriate sanction;
 - iii. inform the student of the right to Appeal against its verdict and sanction.
- 1.2.5.37 The proceedings shall be recorded in full by a competent person appointed by the Registrar for this purpose.
- 1.2.5.38 After handing down its decisions, and providing reasons for its decisions, if so requested, the Disciplinary Committee (Students) is deemed to have fulfilled its mandate and is *functus officio*.

1.3 DISCIPLINARY MEASURES

- 1.3.1** A Disciplinary committee shall ensure that any penalty or sanction that it imposes is fair and in proportion to the misconduct of which the student has been found guilty.
- 1.3.2** A Disciplinary committee may defer the imposition of a penalty for a particular period of time, or suspend a penalty or any part thereof for a particular period of time, subject to such conditions as the committee may think fit.

- 1.3.3** Where the Disciplinary committee has imposed a penalty, it shall be competent for such committee to suspend the operation of such penalty, pending the outcome of an appeal, on application by the student or his representative.
- 1.3.4** Upon finding a student guilty of misconduct and having heard representations in aggravation and mitigation, the Chairperson may impose any one, or a combination, of the following disciplinary measures, but subject to Appendix A hereof, being the prescribed minimum imposed sanctions:
- 1.3.4.1 A warning or reprimand or both;
 - 1.3.4.2 temporarily, or permanently, deprive the student of any right or privilege associated with his or her registration as a student at the University;
 - 1.3.4.3 impose a fine, not exceeding the amount determined from time to time for this purpose by the Council of the University on recommendation of the Vice-Chancellor, and/or order the student to pay an amount equaling the amount of the actual damage caused by the student, and/or to re-reimburse any other party for damages suffered as a consequence of the student's actions;
 - 1.3.4.4 compel the student to perform community service within or for the benefit of the University for a specified number of hours, as is deemed to be reasonable, given the nature and seriousness of the transgression and the evidence presented to the Disciplinary Committee (Students);
 - 1.3.4.5 deny the student the right or privilege to register for a particular module, or revoke a credit obtained in a module;
 - 1.3.4.6 disqualify the student from entry to any examination;
 - 1.3.4.7 declare that the student forfeits any test, assignment, tutorial, examination or other assessment mark;
 - 1.3.4.8 In addition to any sanction imposed herein, where the misconduct involved a contravention of Rule 1.1.24 during an official examination session, save at the discretion of the Disciplinary Committee, in respect of conviction of a mere "introduction" or "possession" of a cellular phone, the committee shall impose the following sanctions:
 - 1.3.4.8.1 Cancellation or forfeiture of the examination module in which the student was found guilty of cheating in, or;
 - 1.3.4.8.2 deprivation of a degree, diploma or certificate obtained as a result of the misconduct, and;
 - 1.3.4.8.3 unless compelling mitigating factors are found to exist, exclusion from the University for a minimum of one semester.

- 1.3.4.9 In addition to a sanction imposed herein where the misconduct relates to dishonesty including plagiarism, the Committee may order the deprivation of a degree, diploma or certificate obtained as a result of such dishonesty or plagiarism.
- 1.3.4.10 suspend the student's registration for a specified period;
- 1.3.4.11 permanently expel a student from the University;
- 1.3.4.12 deny the student the privilege of re-registering as a student at the University;
- 1.3.4.13 suspend the award of any degree, qualification and/or other award pending the finalization of any disciplinary proceeding or the expiry of any suspended disciplinary measure, or compliance with any sanction or measure;
- 1.3.4.14 recommend to Senate and Council the revocation of any qualification or award and, or;
- 1.3.4.15 recommend to Management the referral of the student to a registered clinic or other institution, depending on the circumstances, for appropriate treatment.

1.3.5 The Registrar shall inform the student in writing of the outcome of the disciplinary enquiry as soon as possible after the conclusion thereof, where after the imposed disciplinary measure(s) shall take effect.

1.3.6 DISCIPLINARY COMMITTEE

1.3.6 The Disciplinary Committee (Students) shall consist of a Chairperson, a Prosecutor, an Interpreter (if required), a member from the Protective Services Department, a Student Representative (if applicable).

1.3.7 The Chairperson shall be appointed from the ranks of the following categories of persons:

1.3.7.1 University staff (full-time or part time) with a legal qualification and practical experience, or;

1.3.7.2 External persons with a legal qualification and practical experience.

1.3.8 Any additional members of the Disciplinary Committee (if required) shall be appointed from the ranks of the academic staff, in the case of academic matters, and all members of staff, in the case of all other matters.

1.3.9 The Chairperson is appointed by the Registrar, in consultation with the Vice-Chancellor or his or her authorized representative, for a period of 12 months. The Registrar may appoint alternate members where

appropriate in the circumstances.

- 1.3.10** All disciplinary investigations and proceedings (which shall include appeal procedures) are strictly of a confidential nature and shall be treated as such by all the parties attending the proceedings as well as the staff involved in the processes pertaining to disciplinary enquiries. The aforesaid confidentiality obligation shall extend to any documentation utilized or information disclosed for purposes of a disciplinary enquiry. The University reserves the right to obtain a written undertaking of confidentiality from any involved party.
- 1.3.11** The University may inform the university community appropriately of incidents of misconduct, or trends identified by the University, and the disciplinary measures applied, provided that the students and staff involved may not be identified in such communications.
- 1.3.12** The Registrar must take appropriate steps to ensure consistency in the application of disciplinary measures at the University as a whole.

1.4 APPEAL PROCEDURE

- 1.4.1** A student may appeal against the finding and/or the disciplinary measures imposed by the Disciplinary Committee (Students) in accordance with the following procedure:
 - 1.4.1.1 The student may appeal to the Appeals Committee by lodging a written notice of appeal with the Office of the Registrar.
 - 1.4.1.2 The written notice of appeal shall be lodged with the Registrar not later than 5 (five) calendar days after the decision of the Disciplinary Committee (Students) has been communicated to the student. The University may require an undertaking from the student to carry the costs incurred by the University to prepare the record of the proceedings of the Disciplinary Committee (Students). Where the student is required to carry the costs of the preparing the record, the University must provide the student with a quotation for the transcription of the record. The Student must settle the cost of preparing the record within 90 (ninety) days from receipt of the quotation, failing which the appeal shall lapse.
 - 1.4.1.3 The grounds of appeal must be furnished in the notice of appeal and must indicate clearly whether the appeal is lodged against the finding and/or the disciplinary measure.
 - 1.4.1.4 On receipt of the notice of appeal, a copy thereof shall have submitted to the Chairperson of the Disciplinary Committee (Students), whereupon the Chairperson shall prepare response within 15 days and submit it to the Registrar.
 - 1.4.1.5 The Registrar shall arrange for the record to be transcribed and furnish a copy to the student or his legal representative, the Prosecutor and Chairperson.
 - 1.4.1.6 The student or his legal representative must file their Heads of Argument with the Registrar within 10 days of receipt of the transcripts.

- 1.4.1.7 The Prosecutor may file Heads of Arguments within 10 days of receipt of the students Heads of Arguments.
- 1.4.1.8 The Registrar shall then arrange for the appeal to be heard as soon as possible by the Appeals Committee as composed in accordance with paragraph 1.6.
- 1.4.1.9 The Appeals Committee may confirm, alter or set aside any finding and shall be entitled to suspend, increase or reduce any disciplinary measure imposed by the Disciplinary Committee (Students). Should the Appeals Committee set aside the finding and/or disciplinary measures imposed by the Disciplinary Committee (Students), or reduce the disciplinary measures imposed on the student, any amount paid by the student in accordance with paragraph 1.5.1.2 above shall be refunded.
- 1.4.1.10 The appeal shall be decided on the basis of the documentation before the Appeals Committee and only arguments on the papers filed shall be allowed.

1.5 APPEALS COMMITTEE

1.5.1 The Appeals Committee consists of:

- 1.5.1.1 A Deputy Vice-Chancellor of the University designated by the Senate, or in the absence of Deputy Vice-Chancellors, any other person designated by the Senate, who shall act as Chairperson;
- 1.5.1.2 Two academic members of staff elected by the Senate from its ranks for a term of 2 (two) years, provided that at least one member must have a legal qualification and appropriate practical experience, and;
- 1.5.1.3 Senate may elect as many alternates for members of the Appeals Committee as it deems appropriate.

1.5.2 A person who served on the Disciplinary Committee (Students) in respect of a particular matter may not serve in any capacity on the Appeals Committee.

1.6 GENERAL

1.6.1 If a student refuses, or fails to attend a disciplinary hearing without an acceptable reason, the hearing may continue in his or her absence in a manner which the Disciplinary Committee (Students) deems appropriate.

1.6.2 Where a student's misconduct also constitutes a breach of the professional or ethical code of a profession, the University shall, upon request by the professional body and/or if compelled by law, provide relevant information pertaining to a disciplinary enquiry involving a particular student. The consent of the relevant student shall be obtained before the release of any information, should it be required by law.

1.6.3 In the event that a student is guilty of misconduct which also constitutes a criminal offence, the University shall be entitled (and in certain circumstances may be legally obliged) to report the matter to the South African Police Service.

1.6.4 Any reference to the Registrar of the University in this Code shall, unless the context indicates differently, include the Registrar's representative, authorized to perform the respective functions of the Registrar as set out in this Code.

1.6.5 A student may be found guilty of misconduct if the Disciplinary Committee (Students) is on a balance of probabilities of the view that the student had indeed committed the alleged misconduct.

1.8 JURISDICTION AND PRECEDENCE

1.8.1 Nothing in this document shall prohibit the Council of the University from promulgating separate or supplementary disciplinary codes and procedures to regulate the conduct of students in any constituent part of the University, or with regard to any specific manifestation of misconduct.

1.8.2 Adjudicating bodies have the jurisdiction as determined in the respective codes.

1.8.3 All students of the University are subject to the general disciplinary rules and procedures laid down in the Code and the Policy and Procedure on Managing and Preventing Acts of Plagiarism, which rules and procedures shall take precedence over any rules and/or procedures contained in any other Code or regulation. In the event of any conflict between the rules and procedures of the Disciplinary Code: Students and the Policy and Procedure on Managing and Preventing Acts of Plagiarism, the rules and procedures of the Disciplinary Code: Students shall take precedence.

1.8.4 The provisions of the Act and the Statute take precedence over any Rule of the University.

1.9 AMENDMENTS

1.9.1 Amendments to this Code will have no effect unless it is approved by the Council of the University.

1.9.2 Council may only amend the Code after due process, as prescribed by the Higher Education Act, Act 101 of 1997, as amended, and the Statute of the University, have been followed.

1.10 ANNEXURES TO THE CODE

Annexure A: Disciplinary Code for Students: University of Zululand Residences

Annexure A1: Disciplinary Guidelines: Residences

1.11 APPENDIX A – Prescribed Minimum Sanctions

DISCIPLINARY CODE FOR STUDENTS: UNIVERSITY OF ZULULAND RESIDENCES

CONTEXT

The Disciplinary Code for Students: University of Zululand Residences (hereafter the "Residence Code") set out below is an integral part of the Disciplinary Codes: Students.

Where any policy or procedure contained herein is in conflict with the Disciplinary Codes: Students, the Disciplinary Codes: Students shall take precedent over these codes.

1. DEFINITIONS

In the Residence Code, unless it is expressly stipulated otherwise, or the context indicates another meaning, the following terms shall have the meanings assigned to them hereunder and similar expressions shall have corresponding meanings:

"Chairperson of the Residence" means the chairperson of the House Committee of a Residence, or a person with a similar title, depending on the tradition and practice of a particular Residence;

"Dean of Students" means the person designated by the University with the responsibilities associated with student affairs;

"Disciplinary Committee (Students)" means the committee appointed by the University in accordance with the Disciplinary Code: Students to adjudicate student disciplinary matters and which, for purposes of the Residence Code, may also be referred to by way of the acronym "DCS";

"Disciplinary Enquiry" means the process described in this Residence Code to investigate and adjudicate the alleged misconduct of a residence student;

"Fine" means the amount of money determined by the Council of the University from time to time, and imposed by an adjudicatory body in terms of this residence Code as an appropriate disciplinary measure;

"Head of Residences" means a staff member of the University, appointed by the University to oversee, manage and control the students, their structures and all other aspects of Residence life at the University;

"Head of the Residence" means a staff member of the University appointed by the University to oversee, manage and control the students in a particular Residence;

"House Committee" means the committee appointed by the Residence's management and constituted in accordance with the applicable University and Residence management rules, policies and procedures, and which for purposes of this Residence Code may also be referred to by way of the acronym "HC";

“Residence” means any place of student accommodation controlled and/or managed by the University;

“Residence Code” means the Disciplinary Code for Students: University of Zululand Residences and its Annexures;

2. APPLICATION OF THE RESIDENCE CODE AND MATTERS INCIDENTAL THERETO

- 2.1 All students in Residences are subject to the general disciplinary rules and procedures laid down in the Code, which rules and procedures shall enjoy precedence over any rules and/or procedures contained in the Residence Code or otherwise laid down by the management of any Residence, and in the event of any conflict the rules and procedures of the Code shall enjoy precedence.

3. DUTIES AND POWERS OF THE HOUSE COMMITTEE MEMBER FOR DISCIPLINE

The HC member for discipline’s responsibilities, in addition to such other duties as may from time to time be assigned to him or her by the HC, shall include the following:

- 3.1 Investigating all complaints of a disciplinary nature and relating to any student resident in the relevant Residence, that is reported to the HC member for discipline;
- 3.2 Referring to the Registrar and/or his designate for decision on whether a particular student should be charged with misconduct as set out in this Residence Code or the Disciplinary Codes: Students.
- 3.3 Preparing and providing timeously any documentation that will be presented by the Prosecutor for discipline at a SDC hearing as evidence to substantiate any charge or charges against a student (i.e. a student charged with misconduct should be furnished with such documentation in advance of the SDC hearing to enable the student to prepare him or herself appropriately for the meeting of the SDC);
- 3.4 Ensuring that the disciplinary measures imposed by the SDC on any student are properly and timeously executed;
- 3.5 Keeping a complete written record of all cases of misconduct (i.e. where a student is found guilty of misconduct) as well as disciplinary measures imposed by the SDC;
- 3.6 Referring all disciplinary matters outside the jurisdiction of the SDC to the Head of Residences who shall refer all such matters to the Dean of Students. The Dean of Students shall, in turn, refer the matter to an appropriate forum.

4. TEMPORARY SUSPENSION OF A STUDENT FROM A RESIDENCE AND THE SUSPENSION OF A HOUSE COMMITTEE MEMBER FROM DUTIES

- 4.1 If the Head of Residences reasonably believes that a student has committed serious misconduct which justifies his or her temporary suspension from the Residence pending the finalization of a disciplinary investigation, the Head of Residences must, as soon as possible, report the matter to the Dean of Students. The Dean of Students must refer the matter, together with all such documentation as may be relevant, to the office of the Registrar for consideration.
- 4.2 The Registrar shall, as soon as possible after receiving the above referral from the Dean of Students, decide whether or not the student in question should be temporarily suspended from the Residence or the University Campus and shall inform the Dean of Students and the Head of Residences of his or her decision in this regard. Before the suspension is finalized, the student must be afforded the opportunity to make submissions to the Registrar. Temporary suspensions shall commence at the date and time determined by the Registrar, upon which the student in question shall immediately leave the Residence or the campus as the case may be.
- 4.3 Any matters referred to the Registrar as set out in paragraphs 5.1 and 5.2 shall be referred by the Registrar to the Disciplinary Committee (Students) for adjudication.
- 4.4 In the case of a HC member being accused of misconduct, the Head of Residences may, in consultation with the relevant Head of the Residence, and subsequent to the HC member in question being informed of the complaints against him or her and the HC member being afforded the opportunity to make submissions in this regard, temporarily relieve the HC member of his or her duties (but with retention of his or her position) pending the finalization of a disciplinary investigation.
- 4.5 Alleged misconduct of HC members must be dealt with in accordance with the Code. Should a HC member be found guilty by a disciplinary enquiry, he/she will automatically be relieved of his/her membership of the HC, unless the Disciplinary Committee (Students) explicitly rules otherwise.

5. REPORTING OF DISCIPLINARY COMPLAINTS

- 5.1 Any student, member of staff, contractor of the University or member of the public may report alleged misconduct of a residence student to the HC member for discipline of the Residence and/or the relevant Head of the Residence and request that the matter be further investigated.
- 5.2 The HC member for discipline and the Head of the Residence may of their own accord lodge a disciplinary complaint against a student with the Protective Services Department.

ANNEXURE A1

6. DISCIPLINARY GUIDELINES: RESIDENCES

The guidelines set out below relate to possible transgressions and the proposed disciplinary measure to be imposed in respect thereof, but do not make provision for every conceivable transgression and should moreover not be construed as stipulating that a specific disciplinary measure as indicated below must be imposed when a particular transgression is committed. Discipline must therefore be applied with discretion, with due observance of the circumstances of every case and in accordance with the general spirit of this Residence Code.

TRANSGRESSION	GUIDELINE	
<p>1. Less Serious Misconduct</p> <p>"Petty transgressions", including disturbance of the peace; swearing; transgressions of restroom/bathroom rules, recreational area/common room rules, foyer rules, or dining hall rules.</p>	1 st transgression	RDC hearing – written warning and/or maximum fine of RXX.
	2 nd transgression	RDC hearing – final written warning and/or maximum fine of RXX and/or letter addressed to parents / legal guardian.
	3 rd transgression	Referral to DCS – possible expulsion from particular Residence and/or all University Residences.
<p>2. Medium-level Misconduct</p> <p>Examples: Conduct prejudicial to the good name, reputation and/or interests of the University and/or Residence; use of alcohol in unauthorized areas.</p>	1 st transgression	RDC session – final written warning and/or fine of RXX and/or letter addressed to parents/legal guardian.
	2 nd transgression	Referral to DCS – possible expulsion from particular Residence and/or all University Residences.

<p>3. Serious Misconduct</p> <p>Examples: Assault; fighting, racism; dishonesty; violation of any safety and/or security measures; vandalism; victimization; intimidation; permitting unauthorized visitors and/or visitors outside prescribed visiting times</p>	<p>1st transgression</p>	<p>Referral to DCS – possible expulsion from particular Residence and/or all University Residences.</p>
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UNIVERSITY OF ZULULAND

POLICY AND PROCEDURES

ON

MANAGING AND PREVENTING ACTS OF PLAGIARISM

POLICY NUMBER	RI P5	POLICY OWNER	DVC: Research and Innovation
OVERSEEING COMMITTEE(S)	University Research Ethics Committee → Senate → Council		
APPROVAL DATE	28 June 2019	REVISION DATE	28 June 2022

POLICY STATEMENT

The University is responsible for developing and promoting academic integrity and improving trust in scholarly work, and for preventing plagiarism in educational and research material. This Policy articulates the University's resolve to take a firm position against all acts of plagiarism and sets out the processes and procedures that will create awareness of plagiarism issues, monitor all acts of plagiarism and will enable transgressions to be acted upon in a uniform manner across the Institution.

REVISION HISTORY

CURRENT APPROVAL CYCLE	
DATE OF APPROVAL BY THE UNIVERSITY OF ZULULAND RESEARCH ETHICS COMMITTEE:	02 May 2019
DATE OF SENATE APPROVAL:	14 June 2019
DATE OF COUNCIL APPROVAL:	28 June 2019
EFFECTIVE DATE FOR IMPLEMENTATION:	28 June 2019
NEXT REVISION DATE:	28 June 2022

APPROVAL HISTORY	
POLICY NUMBER	COUNCIL APPROVAL DATE
C1080/12	07 June 2013

RELATED POLICIES	
POLICY NUMBER	NAME OF POLICY
RI P1	Postgraduate Assessment Guide
RI P2	Research Proposal Guide
RI P3	Research Policy
RI P4	Ethics Policy
VC P1	Student Disciplinary Code
HR P20	Staff Disciplinary Code

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SECTION A: POLICY

1 PURPOSE AND RATIONALE

Plagiarism constitutes a breach of academic integrity and compromises and undermines the values and processes by which knowledge is created, shared and evaluated. Such breach not only cast suspicion upon the integrity of the individuals involved, but also damage the reputation of the academic community. The University of Zululand (“the University”, “UNIZULU”, “the Institution”) therefore has a responsibility to uphold academic integrity and to promote trust in scholarly work undertaken at the Institution and to prevent plagiarism within the Institution.

This Policy and Procedures on Managing and Preventing Acts of Plagiarism (“the Policy”) articulates the University’s resolve to promote academic integrity and to take a firm position against all acts of plagiarism. Its purpose is to establish consistent guidelines and procedures on how plagiarism at UNIZULU can be monitored and prevented at undergraduate, postgraduate and research levels in order to enhance academic integrity and ethical behaviour from the onset of a student’s and a researcher’s academic career.

The Policy’s premise is that acts of plagiarism do not necessarily stem from dishonesty and therefore adopts a nuanced approach that allows for formative, corrective and punitive approaches depending upon the particular circumstances. Accordingly, it sets out processes and procedures for creating awareness of plagiarism issues, for educating and monitoring, and for acting upon transgressions in a uniform manner across the Institution. Effective policy implementation will also enhance UNIZULU’s image as a quality academic institution.

The Policy is necessary for the following reasons:

- To get a shared and clear understanding of the nature of plagiarism
- To emphasize the need to educate the University community about plagiarism and its impact on them and the Institution
- To provide for monitoring, detection and prevention mechanisms and processes
- To establish uniform procedures for dealing with instances of plagiarism that comply with the principles of natural justice
- To contribute to academic integrity within the Institution
- To improve the quality of research at UNIZULU
- To augment the attributes of the University’s graduates
- To enhance the University’s academic reputation

The Policy should be read together with institutional codes of conduct, the Research Ethics Policy, the Disciplinary Codes for staff and students, and the Postgraduate Handbook. Referencing conventions within a particular academic discipline should also be considered.

2 SCOPE

This Policy applies to all students registered for a qualification at the University, or an affiliate institution where such work can reasonably be seen to be associated with the University and where the act of plagiarism has impacted or has the potential to impact upon the University's academic and administrative reputation and/or standing. Without limiting its scope, the Policy has particular relevance to the conduct of all undergraduate and postgraduate students.

3 DEFINITIONS

Category A Transgressions

First-time, minor infringements, often associated more with incorrect citation and referencing. Such instances usually stem from ignorance or lack of academic maturity and are seldom intentional. Such cases are usually restricted to undergraduate students in their first or second years of study.

Category B Transgressions

(a) Repeated Category A offences, or to relatively minor offences at a more senior academic level than second year; (b) first-time, more serious offences, irrespective of a student's year of study, where the offence would not attract a penalty of more than the loss of a Duly Performed (DP) certificate; (c) first-time minor offences perpetrated by postgraduate students; or (d) first-time minor offences perpetrated by members of staff. Category B offences are not necessarily committed intentionally.

Category C Transgressions

Major, serious infringements by students or infringements by staff; in circumstances where they acted intentionally or negligently; or failure on the part of staff members to take reasonable steps to ensure that they comply with their obligations to prevent plagiarism as stipulated in this policy.

Ethics

A set of principles of correct conduct, in this instance, in the academic environment of teaching and learning and research. It involves morality and specific moral choices to be made by a student, lecturer or researcher. Ethics are reflected in rules and standards directing the actions and conduct of a person or the members of the

University.

Plagiarism

Plagiarism is the act of submitting or presenting work, study material, assignments, research work or inventions of someone else, irrespective of its source, as one's own creation; in some instances, even where credit or acknowledgement is given to the original source.¹ Plagiarism where a researcher makes use of his or her own previously-published work, without proper reference to the original work, is called self-plagiarism. (Note that fault is not part of the definition. A person's intention, negligence or innocence is not relevant to determining whether conduct constitutes plagiarism.²)

Plagiarism Detection

Processes and procedures used to identify acts of plagiarism with the assistance of relevant detection tools such as anti-plagiarism software.

Plagiarism Prevention

Steps that reduce acts of plagiarism through education, creation of awareness, prevention and monitoring.

Postgraduate student

A student registered to do a postgraduate diploma, or an Honours, Master's or doctoral degree, irrespective of whether it is a coursework or research qualification.

Researcher

A person who researches at the University and/or who produces research output in the name of or under the auspices of the University, irrespective of whether he or she is a staff member or student and could include Research Fellows, research associates, collaborators, co-authors and external supervisors of postgraduate students.

Undergraduate student

A student registered for an undergraduate degree, diploma or certificate programme.

¹ Examples of conduct that may fall within the definition include:

- Using the direct words of another without using quotation marks (even where the passage is referenced)
- Unacknowledged copying of a sentence or two of text; or copying more extensive blocks of text
- Syndication of a single piece of work by more than one student (except where the assignment task is a legitimate group assignment)
- Borrowing and using another person's assignment (with or without his or her knowledge and permission)
- Submitting an entire essay from another person or from the Internet; or infringing copyright

² However, these factors become material when determining the nature of any remedial or punitive action.

4 GUIDING PRINCIPLES AND VALUES

The following principles govern the University's approach to the identification and management of plagiarism and will inform any decisions and processes taken to ensure compliance with this Policy:

- 4.1 The University adopts a zero tolerance for acts of plagiarism.
- 4.2 The University has a responsibility to uphold academic integrity and to promote trust in scholarly work undertaken at the Institution.
- 4.3 Academic activity within the Institution shall be conducted with scholarly integrity and excellence. Plagiarism constitutes a breach of academic integrity and compromises and undermines the values and processes by which knowledge is created, shared and evaluated.
- 4.4 Instances of plagiarism cast suspicion not only upon the integrity of the individuals involved, but also upon the reputation of the University and its academic community.
- 4.5 Responsibility for understanding and avoiding plagiarism lies with the student, and therefore ignorance is not necessarily a defence against plagiarism. The ability to recognize and avoid plagiarism is an academic skill which, like other academic skills and knowledge, students are expected to master. As for other academic skills and knowledge, students are expected to evince clearer understanding of plagiarism as they progress through the years of education, and failure to progress in this regard will affect their academic record
- 4.6 Plagiarism is not only an issue in the academic sphere. The principles apply equally for ensuring that administrative work is conducted with integrity.
- 4.7 Acts of plagiarism do not necessarily stem from dishonesty. In a society where preparation for academic endeavour is inadequate, different levels of academic maturity should be recognized and policies and rules should cater for such different situations by taking in to account, in appropriate instances, possible lack of awareness of applicable standards and inadequate academic preparation in respect of the referencing protocols.
- 4.8 The University and its students have a reciprocal responsibility on the one hand to educate and on the other to learn about plagiarism. The University has a responsibility to take steps to ensure that students understand what plagiarism is and how to avoid it, and students have a responsibility actively to apply

themselves in this regard. In a learning institution, the obligation for creating awareness and educating students about plagiarism and its impact on them and the institution is paramount. Although plagiarism prevention is a group effort, academic staff members have a particular obligation to in this regard.

- 4.9 Plagiarism cases are not all the same and circumstances may dictate that ostensibly the same conduct should be treated differently. For example, a violation of academic integrity by a staff member or a postgraduate student may amount to no more than an academic misdemeanor in the first assignment of a first-year student; work submitted in the course of supervision is not a finished product and provides opportunity for education and remedial action; repeated offences would attract more serious responses; and disciplinary conventions might dictate that what constitutes plagiarism in one discipline does not attract the same reprobation in another.
- 4.10 A nuanced developmental approach should be adopted in formulating remedial action and it must at all times be borne in mind that in a learning environment space should be made to accommodate mistakes and/or breaches of rules. Inculcating self-discipline should take precedence over imposing discipline upon another and a formative or corrective approach to remedial action should always be considered in the first instance. Punitive action should normally be reserved for serious and/or repeated violations, or where a person's academic maturity would give rise to higher standards having been set.
- 4.11 The precepts of the Constitution, the University's policies and regulations and the principles of natural justice must govern procedures for acting upon transgressions. Accordingly, rules and the consequences of their breach must be certain, clear and known to the alleged transgressor; and compliance and remedial standards and procedures shall be uniform, transparent and evenly applied.
- 4.12 Compliance oversight should be conducted in a spirit of promoting research endeavours and the dissemination of results.

5. STRUCTURES FOR OVERSEEING COMPLIANCE OF THIS POLICY

- 5.1 The University's research ethics oversight structures comprise the following:
 - 5.1.1 Senate
 - 5.1.2 The University of Zululand Research Ethics Committee (UZREC).
 - 5.1.3 Faculty Boards
 - 5.1.4 Disciplinary Committee: Students and other relevant Tribunals of the University

- 5.2 The structures mentioned in Clause 5.1 operate as a collective and any of them may, without derogating from their overall responsibilities, perform certain of their functions and obligations through other committees, or special ad hoc committees or tribunals set up for specific purposes.
- 5.3 The committees established to implement this Policy have discretion to deviate from strict application of the relevant ethical guidelines where exceptional circumstances exist to avoid a procedure injustice.
- 5.4 It is important to note that Senate and the committees that oversee plagiarism focus primarily on research conducted at the University and the degrees and/or programmes that the University offers. They have the usual powers associated with dealing with academic matters. Where findings may impact

upon contractual relations between the University and the person involved, additional processes in terms of the appropriate codes would have to be instituted. Such processes cannot, however, override or supplant the conclusions reached regarding issues of academic integrity.

- 5.5 **Senate** has overall oversight in respect of research integrity, but may delegate this function, in terms of this and other policies,³ to the Research Ethics Committee (UZREC) and other committees that are accountable to that Committee including the Faculty Boards.
- 5.6 The **University Research Ethics Committee (UZREC)** implements, oversees and monitors research integrity at the University, including plagiarism, and shall
 - 5.6.1 Provide guidance on the interpretation and implementation of this Policy
 - 5.6.2 Receive faculty reports regarding Category A and B plagiarism in their faculties
 - 5.6.3 Act upon Category C transgressions
 - 5.6.4 Refer plagiarism matters to the Disciplinary Committee: Students for consideration.
 - 5.6.5 Where necessary and/or appropriate, constitute *ad hoc* Plagiarism Tribunals to deal with specific instances
 - 5.6.6 Report annually to Senate on matters concerning plagiarism
 - 5.6.7 Periodically review the content and the implementation of this Policy
- 5.7 **Departmental Plagiarism Committees** are *ad hoc* informal committees constituted by Heads of Department to investigate, oversee and implement this Policy within a department, and to deal with Category A transgressions only. The membership will vary according to the size and needs of the Department.
- 5.8 **Faculty Board** will oversee and implement this Policy within departments, receive departmental reports regarding Category A plagiarism cases and act upon Category B transgressions. They may constitute *ad hoc* informal ~~Faculty Plagiarism~~ Tribunals to deal with specific instances. In instances of Category C transgressions, the Chairperson of the UZREC shall refer plagiarism cases to the Disciplinary Committee: Students to preside over the matter, in accordance with the policy and procedures prescribed in The Disciplinary Code: Students C22/13.
- 5.9 The Appeals Tribunal constituted in accordance with the Policy and Procedures on Disciplinary Codes: Students will adjudicate appeals in respect of Departmental and Faculty tribunal decisions
- 5.10 The Disciplinary Committee: Students shall report its findings to Senate via the

UZREC.

- 5.11 A person who has been found guilty of a Category C transgression, may appeal the Committee's decision. In such instances the Appeals Committee constituted in accordance with the Disciplinary Codes: Students, comprising of a Deputy Vice-Chancellor as the Chairperson with one academic and one non-academic member shall preside over the appeal. The Appeals Committee shall report its findings to Senate via the UZREC. Subject to the overriding authority of Senate, its decision shall be final and no further appeals shall be permitted.
- 5.12 In instances of Category C transgressions involving staff, the Disciplinary Committee, alternatively the UZREC, may, in addition to taking action in respect of the academic transgression, refer the matter to the Executive Director, Human Resources for possible disciplinary action in terms of the prevailing Staff Disciplinary policy.

6 ROLES AND RESPONSIBILITIES

6.1 Academic staff

- 6.1.1 Academic staff members are responsible for creating awareness and for putting preventative measures in place
- 6.1.2 All lecturers must be able to use and apply programs used to detect plagiarism
- 6.1.3 Departmental Heads must report acts of plagiarism to the Deans of Faculties and the Deans will ensure that the Plagiarism Policy and procedures are duly implemented
- 6.1.4 Supervisors of postgraduate students and their research work are expected to follow the university policy on postgraduate supervisory practice and should, when reviewing drafts of students' work, be vigilant in identifying potential plagiarism; and insist on students attending workshops that will familiarize them with best practice and the use of plagiarism detection software and databases.

6.2 Students

- 6.2.1 During the first two years of study students must follow orientation and awareness programmes to educate them about plagiarism
- 6.2.2 All postgraduate students should follow the procedure to check scholarly work for possible plagiarism whereafter a Plagiarism Declaration Form (Annexure B) must be completed.

6.3 Academic support

The Research Office, the Library and Information Services Division, the Academic Development Unit and the Information Communication Technology Division will co-

operate to ensure availability of orientation sessions and programmes, as well as software licensing and maintenance of approved detection programmes.

6.4 Faculty and Departmental Plagiarism Monitoring and Prevention

- 6.4.1 FRECs are responsible for overseeing and coordinating awareness and preventative activities within their faculties and shall liaise with the designated persons in each department to ensure that appropriate steps are taken to implement this Policy.
- 6.4.2 Deans and Heads of Department must ensure that staff members are aware of the contents of the Policy and academic staff members are in turn obliged to educate their students in respect of their responsibilities in terms of this Policy.
- 6.4.3 At the beginning of each academic year Heads of Department should identify staff members who will oversee and implement this Policy in their departments, particularly regarding awareness training and taking preventative measures, and who will be available to assist other staff in dealing with Category A cases, and identifying Category B cases for referral to the FREC or Category C cases for referral to the UZREC.

7 DEALING WITH PLAGIARISM

7.1 Awareness and training

- 7.1.1 Staff and students must be made aware of plagiarism and its consequences and the importance that the University attaches to the detection and prevention of plagiarism. The educational role is an ongoing and shared one and it is incumbent upon University and faculty managers, Heads of Department, lecturers, supervisors and

tutors to make a concerted and sustained effort to make the University community aware of their obligations.

- 7.1.2 Departments and academic staff must appreciate the importance of their roles in assisting students to acquire the academic discourse and their responsibility for taking active steps to provide students with an explanation as to why and how sources are used and cited in building academic integrity. In addition, because the nature of referencing and plagiarism is usually context-specific, departments, in collaboration with institutional support structures such as the Research Office, the Academic Development Unit and the Library and Information Services, are responsible for ensuring that students fully understand the nature of legitimate academic practice, of what constitutes illegitimate practice, and the potential consequences of such conduct, in that particular discipline.
- 7.1.3 It is particularly important that students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases. Such information should not only be provided to them at the beginning of their studies, but there should be constant reminders afterwards.
- 7.1.4 Without limiting the nature of any educational programme that the UZREC or any other body or person might wish to follow, the following specific tasks should be undertaken:
- (a) The Research Office and Library staff shall conduct regular plagiarism workshops for staff and students
 - (b) Faculty Research Ethics Committees shall supplement the University workshops with faculty-specific programmes
 - (c) Departments shall expose students to the concept and the consequences, and train them on the citation, referencing and presentation conventions applicable to their disciplines.
 - (d) Departments are encouraged to refer students and staff to the useful information literacy- and plagiarism prevention workshops provided by the Library.
 - (e) The topic must be covered during departmental induction activities for new students. Such training could occur either in lectures or during the regular tutorial programme or in specialized sessions designed for this purpose. Students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases.
 - (f) Such training should not occur at the first-year level only, but must be reinforced at each subsequent level, including postgraduate levels.

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- (g) Faculty and departmental student handbooks and study guides must contain information on plagiarism and its consequences, and how material from such sources as books, articles, the Internet and the work of other students, may and may not be used in the preparation of assignments, dissertations, publications and theses. Guidelines as to the extent of the loss of marks and other penalties for plagiarism (where such are appropriate) should be agreed by departments and should be made available to the students in handouts and study guides.
 - (h) All postgraduate students must attend at least one workshop on plagiarism and the contents of this Policy during the course of their studies towards a postgraduate degree, which shall become a prerequisite (DP requirement) for obtaining a postgraduate degree.
 - (i) In addition, supervisors must ensure that postgraduate students are aware of their obligations and responsibilities, and the supervision meeting minutes must record the fact that the supervisor has counselled the candidate in this regard.

7.2 Preventative measures

- 7.2.1 The University will purchase the rights to use acceptable and lawful text-matching, similarity-checking software, or to use an internet-based text-matching database to assist staff and students in cross-checking material and identifying situations where submitted material matches previously-submitted material or previously-published sources.
- 7.2.2 Members of staff are compelled, in terms of their professional commitment to best academic practice, to be on the lookout for cases of plagiarism, and to deal with any such cases in accordance with this Policy and its procedures. Staff should be open to various detection and monitoring approaches.
- 7.2.3 Monitoring and detection material should not be used only to detect possible plagiarism in final products. In line with the developmental and educational objectives of this Policy, such mechanisms should also serve to assist staff and student authors to improve their writing and referencing skills and to prevent instances of plagiarism in the final product.
- 7.2.4 In compliance with this principle of promoting academic integrity, all postgraduate material submitted for final examination must be accompanied by a statement not only that the material constitutes the author's original work, but preferably also that it had been subjected to the University's text-matching and/or similarity-checking procedures to confirm that the work is original.

7.3 Punitive measures

- 7.3.1 The principle of legality, a standard principle underpinning punitive action, must be applied in all cases. In terms of this principle, a person should not be sanctioned in respect of rules that did not exist at the time the conduct was perpetrated. It is therefore important, before punitive steps are taken, that the entire University community, staff and students, are made aware of this Policy, the plagiarism concept and the consequences of committing an act of plagiarism.
- 7.3.2 In compliance with the principles of natural justice, punitive action must be uniform, consistent, impartial and equitable in their application. In addition, given the academic nature of the offence, punitive action should have a strong developmental focus, while not ignoring the other disciplinary objectives of punishment, which are to reprimand and discipline the individual, to regulate that person's behaviour and the behaviour of the University community generally, and to deter the person and others from engaging in such conduct in future.
- 7.3.3 In line with this Policy's objectives, a gradual, incremental approach to punishing acts of plagiarism should normally be followed, determined by the nature of the offending conduct and the academic maturity of the individual involved.

8 SPECIFIC INSTANCES INVOLVING STAFF AND/OR RESEARCHERS

8.1 Introduction

- 8.1.1 Although the concepts of plagiarism, plagiarism prevention and referencing are sometimes not well understood by staff, such knowledge is an inherent requirement of an academic staff member's job. It is therefore incumbent upon all academic staff members to become acquainted with this Policy and the obligations it imposes upon them. Ignorance of the nature and content of an inherent job requirement cannot constitute an excuse. Staff members are therefore encouraged to acquaint themselves regarding plagiarism and to attend training events that the University offers from time to time. Academic staff members have an additional responsibility to ensure that their conduct serves as model academic behaviour for their students.
- 8.1.2 As far as the members of the academic staff are concerned, it is important that staff themselves have the opportunity to be trained about plagiarism.

8.2 Supervisors

- 8.2.1** Supervisors are ordinarily not principal investigators of postgraduate candidates' research and so would not be primary authors of a mini-dissertation, dissertation or thesis. It is therefore unlikely that a supervisor would be held responsible for a candidate's plagiarism in a thesis that has been submitted for assessment.
- 8.2.2** A supervisor who fails to take reasonable steps to ensure that s/he complies with the obligations stipulated in Clause 6.1.4 above, may be held responsible for having breached those obligations.
- 8.2.3** Should a candidate and a supervisor subsequently publish thesis material, at which stage the plagiarism is revealed, the supervisor may attract responsibility as a co-author in respect of that output. This matter is dealt with below (Clause 8.4).

8.3 Members of a research group or team

- 8.3.1** Members of a research group or a research team who are not cited as authors of a document will not be responsible for any plagiarized material that is contained in that document. As authors, they may attract responsibility, applying the rules set out below in Clause 8.4.

8.4 Co-authors

- 8.4.1** Instances arise where staff members are co-authors, with fellow employees, outside persons or students whom they have supervised, of work containing plagiarised material.
- 8.4.2** All co-authors are presumed to be jointly responsible for the published material; in other words, each is responsible for the entire content of the publication, even those parts which they did not write themselves. Unless they can show that they were not at fault in any way in publishing the plagiarised work, they will be held to have perpetrated the plagiarism as if they were the principal author of that part of the work.
- 8.4.3** It is therefore important to assess the co-author's role in preparing and presenting the published output. A person who wrote the offending section will normally be accountable for what he or she wrote.
- 8.4.4** In instances of an author who did not write the piece, the question arises as to whether or not he or she had been negligent; in other words, whether the person met or had acted below the standard of a reasonable co-author. A reasonable co-author would not checked every word against every document available on the Internet, for example, or use plagiarism tracking facilities to verify the words that a co-author had written; but such a person must be alert to the

possibility, depending upon the academic maturity and experience of the co-author, of plagiarism violations and should recognize obvious instances. Crucial to the enquiry would be nature of the steps that the co-author took to prevent the risk of plagiarism occurring in the document. If reasonable preventative action was taken, even if such action did not succeed in preventing the plagiarism, the co-author cannot be said to have been negligent and therefore at fault.

SECTION B: PROCEDURES

9 DEALING WITH TRANSGRESSIONS AT UNDERGRADUATE LEVEL

9.1 Although plagiarism constitutes unacceptable academic conduct, each instance should be considered on its merits in order to assess the appropriate remedial or punitive action. The concepts of plagiarism, plagiarism prevention and referencing are often not well understood by many students so, irrespective of the severity of a case, all instances plagiarism should be with sensitively; and developmental remedial action such as counseling and education should always be considered as a preferable first step, rather than simply imposing sanctions.

9.2 It is also important that students are alerted to the nature of plagiarism, are informed that it constitutes a serious offence, and are informed about the disciplinary procedures that are in place for dealing with suspected cases. Such information should not only be provided to them at the beginning of their studies, but there should be constant reminders afterwards.

10 DEALING WITH CATEGORY A TRANSGRESSIONS AT UNDERGRADUATE LEVEL

10.1 Category A transgressions constitute first time, minor infringements, and are usually handled by the staff member/lecturer who detects the offence, usually in conjunction with the lecturer in charge of the course, or the course coordinator.

10.2 In cases where the student is new to the University, and/or where it is apparent that the student has committed such plagiarism because of a lack of understanding of what is required, the student should usually:

10.2.1 Be counseled by the staff member concerned: the problem should be explained, the correct practice should be encouraged, and the student should be warned of the serious consequences of committing plagiarism again.

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- 10.2.2** The student may be required to get more training on plagiarism prevention and referencing techniques. This practice would reflect the importance of our educative role as far as plagiarism is concerned.
 - 10.2.3** In some cases it might be appropriate to ask the student to re-do the work to demonstrate that he or she has learnt from the experience.
 - 10.2.4** Additionally, if it is appropriate, a mark penalty could be imposed.

11 DEALING WITH CATEGORY B TRANSGRESSIONS AT UNDERGRADUATE LEVEL

- 11.1** Category B transgressions relate to repeated offences of a minor nature, or to relatively minor offences at a more senior academic level than first year, or to first time, more serious offences, where the offence would not attract a penalty of more than the loss of a Year Mark or Duly Performed (DP) certificate.
- 11.2** Where a member of staff is uncertain as to whether an alleged case of plagiarism constitutes a Category A or B offence:
 - 11.2.1** This matter should be discussed with the Head of Department and/or members of the departmental plagiarism structures, and a decision should be taken that is consistent with previous practice in the department.
 - 11.2.2** In large departments, Heads of Department may delegate this role to a senior member of staff.
 - 11.2.3** If a category B offence is detected, the matter must be referred to the Head of Department or nominee, who must refer the matter to the Faculty Board for a hearing.
- 11.3** Should the Faculty Board determine that the offence in question is a Category C offence, the matter must be referred to UZREC to decide on whether a formal disciplinary action be instituted.

12 DEALING WITH CATEGORY C TRANSGRESSIONS

- 12.1** Where the relevant Faculty Board identifies a case that it considers serious enough to constitute a Category C case, it must refer the matter to the Chairperson of the UZREC. The Head of Department must include with the correspondence copies of the offending material and the sources from whence the plagiarism is alleged to have occurred (both suitably marked).
- 12.2** The Chairperson of the UZREC shall refer the matter to the Disciplinary Committee: Students for a formal inquiry. A person charged with a Category C offence must be given full written particulars of the allegation against him or her:

12.2.1 Should the person be dissatisfied with the Disciplinary Committee's decision and or recommendation, he or she may appeal the decision, in accordance with the appeal procedures as set out in the Policy and Procedures Disciplinary Codes: Students in which the grounds of appeal and reasons therefor are set out. The Appeals Tribunal as envisaged in Section 17 of the Policy and Procedures Disciplinary Committee: Students.

12.2.2 The Appeals Committee as envisaged in 12.2.1 *supra*, without derogating any of the rights conferred on it by the Disciplinary Code: Students, may dismiss or uphold the appeal, vary or rescind the award or amend the recommendation as it deems fit.

13 DEALING WITH PLAGIARISM TRANSGRESSIONS AT POSTGRADUATE LEVEL PRIOR TO GRADUATION

13.1 Procedures applicable before submission for assessment

13.1.1 In line with a developmental approach, preventative and remedial action should be taken in respect of any draft work (either course work or research work) that a student presents before the stage of submission of the work for examination. Such remedial action may take the form of counseling or attending a workshop on plagiarism, or preferably, both. This provision applies even in respect of final drafts.

13.1.2 The nature of the counseling should be such that the candidate understands why the conduct in question amounts to plagiarism and what other forms of conduct might constitute plagiarism, and the candidate should be warned of the consequences of plagiarism and that should any further plagiarism be revealed in drafts or final products submitted subsequently, disciplinary action could be taken against the candidate. In such an event, the normal procedures applicable to Categories B and C will apply.

13.2 Procedures applicable on or after submission for assessment

13.2.1 All postgraduate work submitted for assessment in the form of assignments, mini-dissertations, dissertations and theses must be accompanied by a declaration by the author(s) that the submitted work is the authors(s) original work and that it has not been plagiarized. (See Annexure B.)

13.2.2 Where an examiner or assessor of material identifies acts of plagiarism, that examiner or assessor should provide a report indicating the nature and extent of potential plagiarism.

13.2.3 The principles and procedures set out in Clause 12 above shall apply equally to postgraduate students, with the necessary changes; provided that any specific principles and procedures mentioned in this Clause shall take precedence.

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Honours or Coursework Master's material

- 13.2.4** In the case of assignments or material submitted as part of an Honours or Master's course work programme, the Head of Department must determine the category in which the alleged transgression falls and implement the appropriate steps. Where the Head of Department is directly involved as a supervisor/examiner, the Dean of the Faculty, or a senior member of the Department nominated by the Dean, should perform this task. Given the academic seniority of such students, such transgressions would seldom fall within Category A and should normally be either Category B or C offences.
- 13.2.5** Allegations of plagiarism in a postgraduate research paper or mini-dissertation should be treated as a Category C offence.

Master's dissertations and Doctoral theses

- 13.2.6** For allegations of plagiarism in Master's dissertations and Doctoral theses, the following procedure should be adopted:
- (a) On discovery of a possible plagiarism transgression, the matter must be referred to the Head of Department, whose task it is to collate the relevant evidence (which may include a report from one or more examiners) and to refer the allegation of plagiarism to the Chairperson of the UZREC and also notify the Chairperson of the relevant FREC. Where the Head of Department or the Dean is directly involved as a supervisor/examiner, the Deputy Dean, or a senior member of the Faculty nominated by the Dean, should perform this task.
 - (b) The process described in Clause 12 shall apply equally to these matters, with the necessary changes.
 - (c) If the Tribunal finds that there is no case of plagiarism, the matter must then be referred back to the Head of Department (or appropriate nominee) for that person to process the matter in the normal way.

13.3 Procedures applicable after the award of a degree, diploma or certificate

- 13.3.1** This clause applies to all certificates, diplomas and degrees that the University has awarded.

13.3.2 Should it transpire, after a degree, diploma or certificate has been awarded, that plagiarism normally falling within Categories B or C might possibly have occurred in material that had been submitted for assessment in the course of obtaining that qualification, the matter must be referred to the Head of Department and Dean of Faculty, whose task it is to collate the relevant evidence and to refer the allegation of plagiarism to the Chairperson of the UZREC and also notify the Chairperson of the relevant FREC.

13.3.3 The process described in Clause 12 shall apply to these matters.

14 DEALING WITH PLAGIARISM INVOLVING STAFF AND/OR RESEARCHERS

14.1 Except in the instances as defined, plagiarism perpetrated by staff in lecturing and research material shall ordinarily constitute Category C offences.

14.2 All allegations of plagiarism involving staff and researchers, or of a failure to take reasonable steps to ensure that they comply with their obligations stipulated in Clause 6.1.4 above, must be referred to the Dean of the relevant Faculty, whose task it is to collate the relevant evidence and to refer the allegation of plagiarism to the Chairperson of the UZREC.

14.3 The UZREC Chairperson shall then constitute a Plagiarism Tribunal as envisaged in Clause 12 above.

15 RECORD-KEEPING AND REPORTING

15.1 All academic departments shall keep records of all cases of plagiarism that have occurred in their departments.

15.2 Each department shall ensure that

15.2.1 The names of students involved in Category A cases

15.2.2 The plagiarism findings of category B and C cases and copies of documents associated with the cases are reported and/or delivered to the Research Office immediately upon finalization of such cases.

15.3 Plagiarism Tribunals and Plagiarism Appeals Tribunals shall similarly report their findings to the Research Office.

15.4 The Registrar shall inform the Research Office of any decisions of Senate and Council regarding plagiarism matters.

- 15.5** The Research Office shall record all cases on a database set up for this purpose.
- 15.6** This database may be accessed by Heads of Department (or their authorized nominees) to allow departments to ascertain whether a student has committed serious plagiarism before.
- 15.7** In February of each year, the Research Office shall compile a report, to be submitted to UZREC and thereafter, Senate, on incidences of Category B and C plagiarism across the University in the previous academic year.
- 15.8** In appropriate instances, the Registrar's Division and the Executive Director, Human Resources, shall endorse student academic records and staff personal files and maintain the records on file.

16 IMPLEMENTATION AND OVERSIGHT RESPONSIBILITIES

- 16.1** The project owner of this Policy is the Deputy Vice-Chancellor, Research and Innovation, who shall ensure that the Policy is presented for revision and review at the appropriate time.
- 16.2** Oversight and implementation of this Policy vests in the UZREC and the FRECs, but Senate has overarching oversight responsibility.
- 16.3** Management and administration of this Policy rests with the Office of the Deputy Vice-Chancellor, Research and Innovation and the Research Office.

17 POLICY REVIEW

- 17.1** Council shall review the Policy on a three-yearly cycle.
- 17.2** On recommendation of the Research Ethics Committee, Senate may review and amend Section B at any time, in which event the amendments take effect on the date of the Senate approval.
- 17.3** The Policy owner may review amend annexures that contain or illustrate forms or documents for effective administration and/or management at any time.
- 17.4** All persons affected by the Policy must be notified of any amendments.
- 17.5** Nothing in this clause shall prevent Council from reviewing this Policy at any time prior to the stipulated three-year cycle, in which event a new cycle shall commence from the date of such review.

ACKNOWLEDGEMENTS AND REFERENCES

This document draws from similar policies developed at Rhodes University and the University of Fort Hare. The University of Zululand thanks both universities for granting it permission to use the material.

Inter-Academy Council Responsible Conduct in the Global Research Enterprise: A Policy Report (2012)

ANNEXURE A:
ORIGINALITY DECLARATION (ASSIGNMENTS AND PROJECTS)

Departments may adapt the template provided below to suit their academic needs.

ORIGINALITY DECLARATION

Name:

Department:

Title of Work submitted:
.....
.....
.....

1. The material that I am submitting together with this declaration is the product of my own work, or my group’s own unique group effort.
2. I understand that my research must be accurately referenced. I have followed the rules and conventions concerning referencing, citation and the use of quotations as set out in the Departmental and/or Faculty Handbooks.
3. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one’s own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person’s ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
4. I know that the University has a Plagiarism Policy and that the University considers plagiarism to be a serious academic offence.
5. I acknowledge that plagiarism is wrong. I also acknowledge that copying someone else’s work, or part of it, or taking material from the Internet, is wrong, and that submitting identical work to others constitutes a form of plagiarism. I know that persons who do so may be disciplined.
6. I understand further that if I allow someone to copy my work with the intention of passing it off as their own work, I would be party to that person’s unacceptable conduct. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Signed

Date

ANNEXURE B:
ORIGINALITY DECLARATION (MINI-DISSERTATIONS, DISSERTATIONS AND THESES)

ORIGINALITY DECLARATION

I acknowledge that I have read and understood the University's policies and rules applicable to postgraduate research, and I certify that I have, to the best of my knowledge and belief, complied with their requirements.

I declare that this mini-dissertation/dissertation/ thesis is, save for the supervisory guidance received, the product of my own work and effort. I have, to the best of my knowledge and belief, acknowledged all sources of information in line with normal academic conventions.

I further certify that this mini-dissertation/dissertation/ thesis is original, and that the material has not been submitted, either in whole or in part, for a degree at this or any other university. (*Where the work is a continuation or progression of research that was submitted for another degree, e.g. an Honours project or a Master's dissertation this must be stated clearly, the name of the work must be provided, and an explanation must be given regarding the extent of the current work's originality.*)

I have/have not subjected the document to the University's text-matching and/or similarity-checking procedures. (*One could indicate that this process applied only to some chapters or that it occurred during the course of the research and not in respect of the final product.*)

Signature:.....

Print Name:.....

Date:

ADDENDUM

PROCEDURE IN CASE OF PLAGIARISM

1. GENERAL

- 1.1 All the University's disciplinary committees are administrative tribunals with the objective of education, reformation and rehabilitation.
- 1.2 Apart from the provisions of this disciplinary code, and the principles of administrative justice, the rules determining the procedure that shall be followed before the hearing and in so far as where the rules are silent thereon, the disciplinary committee shall follow an inquisitorial process.
- 1.3 The Disciplinary Committees is a forum of record and a record of all hearings shall be kept.
- 1.4 In the case of an alleged transgression of this Code, a charge of misconduct shall be laid with the Office of the Registrar.
- 1.5 The Registrar may inform the parents, or legal guardian of a student (notwithstanding the student having reached the legal age of majority), in a manner in which the Registrar deems appropriate, of any disciplinary investigation and/or proceedings initiated or completed involving the student.
- 1.6 The Registrar may appoint a University staff member (full-time or part time), or a person from outside the University with appropriate legal qualifications and practical experience, to act as an Initiator/Prosecutor in proceedings before the Students Disciplinary Committee.
- 1.7 When the Registrar is of the opinion that a formal charge(s) of misconduct against a student is warranted, disciplinary processes against the student as set out below shall be commenced with.

2. PLEA AND AGREED DISCIPLINARY MEASURE

2.1 Where a student is formally charged by the University with misconduct and the student, before the disciplinary enquiry has commenced –

- i) admits to the charge(s) against him or her; and
- ii) enters into a plea and disciplinary measure agreement with the University,

the Registrar shall, subject to the provisions of paragraph 2.3, follow the procedure described in paragraph 2.2.

2.2 The charge(s), admission of guilt and disciplinary measure imposed shall be noted and recorded by the Registrar in the presence of the student, or the student and his or her parent or legal guardian, or the student and his or her legal representative, as the case may be.

2.3 The Registrar must refer the matter for a formal disciplinary enquiry in accordance with this Code, should it at any time become evident that the student may not be guilty of the charges against him or her, or that the student wishes to revisit his or her decision regarding the plea and disciplinary measure agreement.

3. FORMAL DISCIPLINARY HEARING

If a charge against a student has been formulated and the student denies the charge(s) against him or her, the Registrar must convene a disciplinary enquiry by the Disciplinary Committee (Students). This Committee will determine whether the student is guilty of the alleged misconduct and decide on appropriate disciplinary measures in accordance with the Disciplinary Codes: Students and this Policy.

4. SERVICE OF NOTICE

4.1 A Notice shall be compiled and delivered to the student concerned indicating the following information:

4.1.1 The date, time and place of the hearing.

4.1.2 The full charge and particulars of the alleged misconduct.

4.1.3 The student's right to legal assistance, and his right to attend the hearing.

4.1.4 A warning that should the student fail to attend the hearing, the hearing could continue in his/her absence;

4.2 Such notice shall be delivered to the student personally, registered mail or by email to the student's official University or nominated email or postal address, provided that if the student cannot conveniently be found, the notice may:

4.2.1 be posted by registered post to the student's last known address as provided by the student which shall be deemed to have been received by the student within a period of seventy-two (72) hours from date of postage;

4.2.2 Be left at the student's last known address as provided by the student which shall be deemed to have been received by the student within a period of seventy-two (72) hours from date of delivery;

4.2.3 Be served on a parent/guardian of the student either in person or by fax, email or delivery to an address, nominated by the parent.

4.2.4 The notice shall inform the student that proceedings under the Disciplinary Codes: Students are to be instituted and notify the student that a copy of the Rules is available for inspection in the Office of the Registrar.

5. REPRESENTATION AT THE HEARING

- 5.1 A student shall be entitled to be accompanied by his or her parent(s) or legal guardian and/or legal representative during the disciplinary enquiry.
- 5.2 The student may only be represented at the disciplinary enquiry by a legal representative.
- 5.3 The Chairperson of the Student Disciplinary Committee may, at his or her discretion, give permission to a third party, other than the parent(s), the legal guardian of the student, or a legal representative to assist the student.
- 5.4 A student's parent(s) or legal guardian, or any third party as referred to herein, will only be allowed to provide general support to the student and shall not be permitted to represent the student.

6. FORMAL INQUIRY PROCEDURE

- 6.1 The Inquiry shall be conducted in the presence of the accused student, provided that if the student, after notice being duly given and without leave of the Committee, fails to attend the inquiry, the inquiry may proceed in his/her absence;
- 6.2 The student may make written representations to the Registrar in reply to the Notice and the alleged offence of misconduct, setting out in detail the following:
 - 6.2.1 His/Her plea to the charge;
 - 6.2.2 A substantive statement supporting his/her Plea;
 - 6.2.3 Any relevant facts he/she wishes the Committee to consider.

- 6.3 At the outset, considering the rules of natural justice and fair administrative process, the Chairperson must first establish the following:
- 6.3.1 Whether the student was provided with the full details of the charge(s) against him/her and whether he/she was furnished with the relevant supporting documentation;
 - 6.3.2 Whether the student and his/her legal representative was afforded reasonable time (not less than 5 working days) to prepare for the inquiry;
 - 6.3.3 Whether the student understands the charge(s) against him/her and to enter a Plea of guilty or not guilty to the charge(s) as the case may be.
- 6.4 The Committee may consider and grant or otherwise, as it may determine, any application for the amendment of the charge, so as to add further charges or substitute one charge for another.
- 6.5 The inquiry shall be held in camera, except if the student expressly consents otherwise or, if on application, it is deemed to be in the public interest, subject to prevailing legislation, e.g. The Protection of Personal Information Act 4 of 2013 and relevant legislation;
- 6.6 The evidence prepared by the Initiator or Prosecutor, as the case may be, shall be placed before the Committee;
- 6.7 The evidence prepared by the Student or his representative may be placed before the Committee;
- 6.8 The student has the right to remain silent but may make representations to the Committee;
- 6.9 The onus lies with the Initiator/Prosecutor to prove his/her case, on a balance of probabilities;
- 6.10 The Committee must first determine if a *prima facie* case has been established

and inform the student of such instance;

- 6.11 Should the Initiator/Prosecutor fail to establish a *prima facie* case against the student, the Chairperson must discharge the student;
- 6.12 If a *prima facie* case has been established and should the student thereafter elect to remain silent or refuse to make representations, the Committee may draw an adverse inference from his/her failure to make representations in reply;
- 6.13 In conducting the inquiry the Committee shall do so in an inquisitorial manner and may direct that a witness may be called and/or exhibits should be submitted;
- 6.14 The Committee may of its own accord, call such witnesses as it may determine, or obtain any documents or other evidence relevant to the inquiry and may, in its discretion, instruct that any exercise, test, demonstration or experiment that may be relevant to a determination of the issue before it, be conducted;
- 6.15 The rules of the law of evidence shall not apply.
- 6.16 The committee may, on application, permit the University and the student to call witnesses to give evidence in their favour and to submit any other relevant documentation and information;
- 6.17 The Committee may, on application, permit the University and the student to lead evidence in chief and to cross-examine each other's witnesses;
- 6.18 The party so applying for leave to lead formal evidence must satisfy the committee that the matter is of such a nature that it cannot be properly ventilated without formal evidence and that it is in the interest of justice to do so;
- 6.19 Evidence shall not be taken under oath but each witness must be admonished

by the Chairperson to give evidence that is truthful and honest;

- 6.20 An admonished witness who gives false or dishonest evidence shall be liable of an offence and subject to disciplinary proceedings.
- 6.21 At the conclusion of the hearing, the student or his/her representative and the Initiator/Prosecutor may address the Committee on the merits of the case.
- 6.22 The Committee shall decide thereafter, in light of the evidence and representations whether or not the student is guilty of the offence(s) charged.
- 6.23 A finding of guilty shall only be returned if:
- 6.23.1 the charge has, in the opinion of the Chairperson, been proven on a balance of probabilities, or a determination of the issue(s) before it is concluded;
- 6.23.2 The student has freely and voluntarily admitted guilt, and the Chairperson is satisfied that there is evidence from the student or another source to substantiate the admission.
- 6.24 If the Committee does not find the student guilty as herein provided, the student must be acquitted.
- 6.25 If the Committee is satisfied that the Initiator/Prosecutor has discharged the onus and has proven all the essential elements of the offence, the student having failed to present a version that is *reasonably probably true*, or any version at all, then the student must be found guilty of the charges.
- 6.26 Upon finding the student guilty of the offences, the Committee must permit the Initiator/Prosecutor to address on aggravating factors, and permit the student to address on mitigating factors for the purpose of

determining an appropriate sanction or disciplinary measure;

- 6.27 In exceptional circumstances, the Initiator/Prosecutor or Student or his/her representative may, on application be afforded the opportunity to present formal evidence in support of aggravation or mitigation of sentence.
- 6.28 After pronouncing its sanction, the Committee must inform the student of the right to Appeal against its verdict and sanction.
- 6.29 The proceedings shall be recorded in full by a competent person appointed by the Registrar for this purpose.
- 6.30 After handing down its decisions, and providing reasons for its decisions, if so requested, the Students Disciplinary Committee has fulfilled its function and is *functus officio*.

7. APPEAL PROCEDURE

A student may appeal against the finding and/or the disciplinary measures imposed by the Students Disciplinary Committee in accordance with the following procedure:

- 7.1 The student may appeal to the Appeals Committee by lodging a written Notice of Appeal with the Office of the Registrar.
- 7.2 The written notice of appeal shall be lodged with the Registrar not later than 5 (five) working days after the decision of the Students Disciplinary Committee has been communicated to the student. The University may require an undertaking from the student to carry the costs incurred by the University to prepare the record of the proceedings of the Students Disciplinary Committee.
- 7.3 The grounds of appeal must be furnished in the notice of appeal and must

indicate clearly whether the appeal is lodged against the finding, sanction and/or the disciplinary measure.

- 7.4 On receipt of the notice of appeal, a copy thereof shall be submitted to the Chairperson of the Students Disciplinary Committee, whereupon the Chairperson shall prepare a response within 15 days and submit it to the Registrar.
- 7.5 The Registrar shall arrange for the record to be transcribed and furnish a copy to the student or his/her legal representative, the Initiator/Prosecutor and Chairperson.
- 7.6 The student or his/her legal representative must file their Heads of Argument with the Registrar within 10 days of receipt of the transcripts.
- 7.7 The Initiator/Prosecutor may file Heads of Arguments within 10 days of receipt of the students Heads of Arguments.
- 7.8 The Registrar shall then arrange for the appeal to be heard as soon as possible by the Appeals Committee as composed in accordance with The Disciplinary Codes: Students.
- 7.9 The Appeals Committee may confirm, alter or set aside any finding and shall be entitled to suspend, increase or reduce any disciplinary measure imposed by the Students Disciplinary Committee. Should the Appeals Committee set aside the finding and/or disciplinary measures imposed by the Students Disciplinary Committee, or reduce the disciplinary measures imposed on the student, any amount paid by the student shall be refunded.
- 7.10 The appeal shall be decided on the basis of the documentation before the Appeals Committee and only arguments on the papers filed shall be allowed.



Applications: Central Applications Office
Sharecall: +27 (086)086 0226
International Calls +27 (031) 268 4444
Email: enggeneralcao.ac.za
Fax: +27 (086)622 8823 or +27 (031) 268 4422
Website: www.cao.ac.za

UNIZULU INFORMATION: Students Admissions
KwaDlangezwa Campus: +27 (035) 902 6790/6030
Richards Bay Campus: +27 (035) 902 6923
Email: admissions@unizulu.ac.za
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